Plaques & Memorial Policy and Process

**Date of Adoption:**

**Date of Review:** November 2022

**Responsible Departments:** Facilities & Open Space/Assets & Roads

1. Scope

The Scope of this document is to provide a clear direction on the process to apply for a plaque or memorial in memory of a loved one.

This Policy excludes War Memorials and Historic Monuments.

This Policy is in addition to the Wyndham City Geographic Naming Policy 2017

1. Background

The purpose of this Policy is to provide Councillors, Council Staff and Community clear direction for assessing requests for the installation of plaques and memorials on roadsides and in Open Space within Wyndham City Council, including:

* Placement and removal of temporary and/or permanent roadside memorials and/or tributes on roadsides;
* Placement and removal of temporary and/or permanent plaques and memorials within Wyndham City’s Open Space;
* To ensure the installation and ongoing management of new and existing plaques and memorials in Open space and on roadsides is undertaken in an agreed manner and to Wyndham City standards; and
* This Policy will be reviewed at the end of its 5 year term.
1. Policy Statement
* Wyndham City understands that members of the community may wish to mark the location of a deceased person by the establishment of a plaque or memorial in the memory of that person.
* Wyndham City will take into account the effect on surrounding residents where a memorial and/or tribute are placed.
1. Definition
* **Commemorative Tree** – A specific tree planted for symbolic reasons
* **Memorial** - A statue or structure established to remind people of a person or event
* **Open Space** – Wyndham City owned and managed land that includes parks, grass land, floodway’s, conservation areas, reserves, beaches and buildings
* **Plaque** – An ornamental tablet typically of metal, stone or other material which includes text or images which commemorates a person, event or historical significance
* **Roadside** – Wyndham City owned Road’s, Road Reserves and Drainage Reserves
* **Tributes** - Items such as wooden crosses, coloured posts, toys, flowers or monuments with or without plaques or inscriptions
* **VicRoads** – Vic Roads owned and managed roads
1. Relevant Legislation

**3.1. Local Government Act 1989**

* The Local Government Act – Schedule 10 Powers of Councils over Roads.

**3.2. VicRoads Legislation (Roadsides Memorials Policy 2015):**

* Road Management Act 2004 - Vic Roads has an important role in managing certain roads and roadsides. VicRoads may remove any roadside memorial where necessary;
* Victoria’s Road Safety Rules 2009 – For safety reasons, do not permit drivers to stop on a freeway, except for an emergency. For this reason, the placement of roadside memorials within urban or rural freeway reservations is inappropriate; and
* VicRoads Roadsides Memorial Policy 2015 can be found at – [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au).
1. Criteria
	1. **Requests for individual or group memorials:**

All requests will be reviewed to determine if:

* The deceased person has a significant connection within the Wyndham Community. For example, the person has lived in Wyndham for a significant period of time, was highly active within the Wyndham community or participated in unpaid contributions to the Wyndham Community; and
* Commemorate a historical or cultural event, including where a group has significantly donated to a community project.

All requests will meet the following guidelines:

* A plaque will be made from stainless steel or brass and a size no greater than 6 x 4inches;
* A plaque will be sourced and purchased by the applicant; and
* A memorial within open space will be installed in a way that will not damage Council Assets. If damaged, the applicant will bear the costs of any rectification works.
	1. **Requests for roadside tributes:**
* The tribute will be located in a position where it will not be hazardous to passing traffic, pedestrians or prevent appropriate maintenance to the road reserve;
* Wyndham City will allow for temporary roadside memorials for up to 13 months;
* Wyndham City will consider permanent roadside memorials on a case by case basis;
* All roadside tributes must align with the above Vicroads – Roadside Memorials Policy 2015; and
* Once a roadside memorial and/or tribute reaches its end of life cycle, a Council Officer will contact the family in relation to collecting any items they wish to keep, before it is decommissioned.
	1. **Requests for a commemorative tree:**
* The tree species will be chosen by Council;
* Council will make every effort to accommodate the requested location, however may need to choose an alternative location to the applicants request; and
* There shall not be anything affixed to the tree, including wiring and/or plaques.
	1. **Requests to install a park seat:**
* The applicant will pay Council for a seat by making a payment at the Wyndham Civic Centre, 145 Princess HWY, Werribee and will supply the plaque (size to be determined by Council) in stainless steel or brass;
* Council will supply and install the seat and plaque once payment is received;
* Council will make every effort to accommodate the requested location, however may need to choose a alternative location to the applicants request; and
* Council will maintain the seat in line with park furniture maintenance specifications.
	1. **Removal & Maintenance**:
* Existing memorials shall be respectfully left intact unless subject to a site redevelopment. If the memorial is damaged or vandalised, Council will remove and retain at the Wyndham City Depot, 249 -253 Old Geelong Road, for collection within 4 weeks;
* Wyndham City will allow permanent roadside tributes and/or memorials for up to 25 years, unless an extension is applied for and granted;
* If a memorial and/or roadside tribute is not maintained to an appropriate standard deemed by Wyndham City, Council will contact the applicant and remove immediately if not rectified;
* Any item that is considered inappropriate, dangerous or offensive will be removed immediately;
* Wyndham City reserves the right to remove or relocate memorials and roadside tributes due to road maintenance, construction activities and open space parkland redevelopments; and
* Wyndham City is not responsible for the maintenance, damage and theft of memorials and/or roadside tributes.
1. Approval & Timelines
	1. **Assessment:**
* All applications will be assessed by the Facilities and Open Space Department on a case by case basis;
* Once assessed, applications that meet the criteria will be approved by the Manager, Facilities and Open Space;
* Requests for roadside tributes, plaques and memorials beyond the scope of this Policy may be directed to another area of Council for decision;
* All applicants must meet the criteria set out in section 6 of this document and complete a Plaques and Memorial Application Form, which can be found at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au), or by contact 9742 0777; and
* All applications will be processed within 6 weeks from the time it is received by Council.

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| **Applicants Details**  |
| Full Name |  |
| Postal Address |  |
| Contact Number  |  |
| Email |  |
| **Roadside Tribute/Memorial Details** |
| Location of the memorial  |  |
| Who is the memorial for? |  |
| Description of connection to the Wyndham community  | Not applicable to roadside tributes  |
| Design specification: Memorials - stainless steel/brass, 4 x 6 inches | Please attach design, wording and picture of the plaque  |
| **Commemorative Tree**  |
| Preferred location |  |
| **Park Seat**  |
| Preferred Location  |  |
| Plaque Y/N: | Wording |
| Date on the plaque: | DD/MM/YYYY - DD/MM/YYYY |

 **Plaques & Memorials On-line Application Form**

I understand that I will be responsible for all costs associated with the design, manufacture, installation and maintenance of the plaque or memorial and that the tribute, memorial and/or plaque can be removed by Wyndham City Council in accordance with Policy and Procedure. Wyndham City reserves the right to remove the memorial All information will be kept in-line with Council’s privacy policy.

Sign……………………… Date………….