



Plaques & Memorials Policy

Open Space/Roads

Date of Adoption:

Review Date: 2027

1. Scope

The purpose of this document is to provide clear direction to community members regarding the requirements and process of applying for a plaque or memorial in memory of a loved one.

This Policy excludes War Memorials and Historic Monuments.

2. Background

Members of the community occasionally contact Council to request to have a plaque or memorial installed in memory of a loved one.

The Plaques and Memorials Policy 2022-2027 is intended to provide clear guidelines for generating and assessing requests for the installation of plaques and memorials on roadsides and in open space areas within Wyndham City, including:

- Placement and removal of roadside memorials and/or tributes
- Placement and removal of plaques and memorials.
- Installation and ongoing management of new and existing plaques and memorials.

3. Policy Statement

Wyndham City understands that members of the community may wish to honour a deceased individual by establishing a plaque or memorial in their memory.

Wyndham City Council will ensure to consider the effect on surrounding residents where a memorial and/or tribute is placed.

4. Definitions

- **Memorial** – Specific object(s) that signify the existence of an individual
- **Commemorative Tree** – A specific tree planted for symbolic reasons
- **Open Space** – Wyndham City owned and managed land that includes, parks, grass land, conservation areas, reserves, park assets, 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 and managed roads, and road reserves
- **Tributes** - Items such as wooden crosses, toys, flowers, or monuments with or without plaques or inscriptions
- **VicRoads** – A state government agency that owns, manages, and regulates the arterial road network


5. Relevant Legislations

5.1 Local Government Act 2020:

- The Local Government Act 2020 - Powers of Councils over roads.

5.2. VicRoads Legislation:

- Road Management Act 2004. Vic Roads has an important role in managing certain roads and roadsides. VicRoads may remove any roadside memorial where necessary.

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- Victoria's Road Safety Rules 2017 – For safety reasons, VicRoads 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.
 - VicRoads Roadside Memorial Policy 2015 can be found at – www.vicroads.vic.gov.au.

6. Eligibility and Guidelines

6.1 Requests for an individual plaque/plaque on a park seat:

Council permits applications for plaques providing the following criteria are met:

- All applications must be from a direct family member of the deceased
- The deceased individual had a significant connection with the Wyndham Community, was known to the Wyndham community and resided in Wyndham for a minimum of ten (10) years. For example, the person was highly active within the community and participated in unpaid contributions to the community.

All approved plaque requests must meet the following guidelines:

- Location and placement of a plaque/plaque and seat to be approved by Council
- Plaque must be made from stainless steel or brass and a size no greater than 15 x 15cm.
- Plaque must be sourced and purchased by the applicant.
- A plaque within open space will be installed in a way that will not damage Council assets, and if damaged, the applicant will accept the costs of any rectification works which may include the removal of the plaque itself.
- Where an application is for a plaque on a park seat, the applicant will bear all costs associated with the purchase and installation of the seat.
The type of park seat must be approved by Council and seat installation must be undertaken by Council.

6.1.1 Maintenance of plaques/plaques on a park seat

- The applicant/owner of the plaque is responsible for all on-going maintenance associated with the plaque itself.
- Council will maintain the park seat in accordance with Council standards including the rectification of any form of vandalism.

6.2 Requests for a commemorative tree:

The planting of a commemorative tree is an ideal way of remembering a loved one. Council permits applications for commemorative trees providing the following criteria is met:

- All requests must be from a direct family member of the deceased

6.2.1 Commemorative tree guidelines and maintenance

- Tree species and planting location to be approved by Council.
- A suitable location at the approved site to be mutually agreed upon by both Council and the applicant.

- Council will undertake all actions relating to the purchase and planting of the tree including bearing all associated costs.
- All commemorative trees will remain the property of Council and all maintenance requirements will be carried out by Council in line with Council specifications.
- Council do not support anything to be affixed to the tree, including wiring and/or a plaque as this will affect the tree's overall health.

6.3 Requests for roadside memorials

Council permits the placement of roadside tributes providing the following criteria are met:

- The tribute will be in a position where it will not be hazardous to passing traffic, pedestrians or prevent appropriate maintenance to the road reserve.
- All roadside tributes must align with the VicRoads guidelines attributable to this policy.
- Wyndham City will allow for temporary roadside memorials for up to thirteen (13) months, (unless otherwise approved in writing).

6.3.1 Removal of a roadside memorial

- Once a roadside memorial has been in place for thirteen (13) months, a Council Officer will contact the family in relation to collecting any items they wish to keep, before it is decommissioned.
- All roadside tributes must align with the VicRoads guidelines attributable to this policy.
- If a roadside memorial is not maintained to an appropriate standard (as deemed by Wyndham City), then Council will make all attempts to contact the applicant for immediate rectification. Should no action be undertaken within an agreed timeframe, the memorial will be respectfully removed.
- Any item that is considered inappropriate, dangerous, or offensive will be removed immediately.

6.4 Existing plaques and memorials

- 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 it at the Wyndham City Depot, 249 -253 Old Geelong Road, for collection within four (4) weeks.
- Wyndham City reserves the right to remove or relocate memorials to facilitate road maintenance activities, construction activities and/or open space parkland redevelopments.
- Any memorial/item that is considered inappropriate, dangerous, or offensive will be removed immediately.

7. Approval & Timelines

- All applications will be assessed by the Manager Open Space and/or Manager Roads on a case-by-case basis.
- Once assessed, the applicant will receive a letter notifying them of the outcome.

- Requests for roadside memorials, plaques, and/or memorials beyond the scope of this Policy may be directed to another area of Council for a decision.
- All applicants must meet the criteria set out in section 6 of this document and complete a Plaques and Memorials Application Form, which can be found at www.wyndham.vic.gov.au or by contacting 1300 023 411.
- All applications will be processed within six (6) weeks from the time it is received by Council.
- Council reserves the right to refuse a request for a Plaque or Memorial.

Attachment 1 – Plaques & Memorials Application Form

Applicants Details	
Full Name	
Postal Address	
Contact Number	
Email	
Plaque/Plaque on seat	
Who is it for and your relationship to the individual?	
Proposed location of the plaque:	
Deceased's contribution to the Wyndham community including number of years they resided in Wyndham: (minimum 10 years required)	
Design specification: Plaques/Memorials - stainless steel/brass, 15 x 15cm	Please attach design, wording, and picture of the plaque
Plaque to be attached to a seat	Y/N (please circle)
Commemorative Tree	
Who is it for and your relationship to the individual?	
Proposed location of the tree	

If approved, I understand that I will be responsible for all costs associated with the design, manufacture, installation, and maintenance of the plaque or memorial and/or tribute. Wyndham City reserves the right to remove the plaque, memorial and/or tribute at any time. All information on this form will be kept in-line with Council's privacy policy.