



**CORANGAMITE
SHIRE**

Memorials Policy

Corangamite Shire

April 2019



Council Policy

Memorials Policy

Introduction

From time to time Council receives requests from individuals or organisations for the installation of memorial plaques, park seating or planting of trees in recognition of the contribution of family members or residents to the Corangamite Shire.

The purpose of this policy is to ensure that applications for memorials are managed on a consistent basis.

Purpose

This policy aims to

- Provide guidelines for the application and installation of memorials.
- Define conditions under which Council will accept requests for memorials.
- Provide consistency with which Council commemorates the contribution of members of the community to the social, cultural or political aspects and development of the Corangamite Shire.

Scope

This policy applies to

- any applicant wishing to apply for the placement of a memorial on Council owned or controlled land whether as a monument, plaque, tree or bench seat.
- all memorials existing within Corangamite 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 appropriateness, location, standards of park furniture type and style, or tree species choice.

Definitions

Plaque - a flat metal tablet that includes text or images that commemorate an individual.

Applicant - the person or organisation submitting a proposal for the installation of a memorial.

Memorial - a monument, plaque, park furniture, tree as set out in the application form for the purpose of commemorating a group or individual.

Council Owned or Controlled Land - land that is managed or owned by Council including public land, road reserve, crown land and any other land in Council's control and management.

References

Policy Community Initiated Projects 2018

Council's Liability Mutual Insurance Liability Policy
Roads Manual – sight lines

Policy Detail

Applications for memorials may be considered based on the following criteria:

- A person (or persons) who has been recommended for commemoration based on
 - a) Having made a significant contribution to Corangamite Shire community; AND
 - b) being widely known and respected within the local community; OR
 - c) has a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting and/or cultural development of the community; AND
 - d) is of good repute and not likely to be the subject of controversy; AND
 - e) is not commemorated elsewhere in the Corangamite Shire (unless otherwise permitted by Council).
- A memorial in a Council road reserve subject to relevant guidelines for safe sight lines
- A tree planting subject to relevant species and Council's Urban Street Tree Management Plan
- A park seat subject to appropriateness, location, standards of park furniture type and style as confirmed by Council
- The projected recurrent cost of maintenance of the memorial

Memorials must be consistent with any relevant Management Plan for the proposed location.

All memorials placed on Council owned or controlled land are Council assets and therefore are owned and under the care, control and management of Council.

All memorials placed on Council controlled land e.g. Crown Land will be subject to relevant land owner consent and will be therefore owned by the Crown and under the care, control and management of Council or their delegated authority.

Applications

Applicants will need to provide details of the proposed memorial in writing, including:

- Name of the person to be commemorated
- A summary of the reasons for commemorating the individual e.g. outlining their service to the community, achievements, etc.
- The proposed size, text or images to be included
- The preferred location for the seat/tree/etc
- Any other pertinent information
- Name and contact details of the person/organisation proposing the memorial

All requests for memorials must be made in writing to the Manager Facilities and Recreation.

All applications will be considered in accordance with Council's annual budget allocation for memorials on a case by case basis and with respect to the criteria above.

Approval

- Approval must be sought prior to the installation of a memorial

- Applications will be considered by relevant officers in Council's Works and Services Directorate
- Approval is at the discretion of Council in accordance with this Policy
- Decisions will be confirmed in writing to the applicant.

Cost

- The applicant will be required to meet all costs associated with the design, purchase and delivery of the approved memorial.
- The applicant will reimburse Council all costs for installation of the approved memorial.

Design, purchase and delivery

- Council will be required to authorise the size and design of the plaque in accordance with the type of seating on which it will be placed.
- The ordering and supply of memorial item/s and plaque will be undertaken by the applicant as approved by Council.

Installation

- Council will be responsible for the installation of the approved memorial.

Maintenance / Renewal

Park furniture, tree(s) and a memorial plaque will be subject to the same level of maintenance as other infrastructure located in the park or reserve. The donation would remain in place as long as it remained in good working condition and complied with Council standards.

Council shall accept no responsibility or obligation for repair or damage to or theft of the structure. Applicants may re-apply should the park furniture or tree(s) need to be removed or replaced.

Council reserves the right to remove a memorial if it falls into a state of disrepair or remove a memorial at the point at which the asset requires replacement in order to maintain its amenity.

Trees, park furniture and plaques have a finite life, and whilst every reasonable effort will be made to preserve the life of the item, Council cannot guarantee that the memorial will remain at the designated site indefinitely. Council envisages any change to the location of the memorial will be due to:

- The area in which the memorial is sited is to be redeveloped
- Use of the site changes significantly in character and the item is not deemed suitable for the site

Prior to any removal or change to the location of the memorial every attempt will be made to contact the applicant to discuss relocation or removal of the memorial.

A register of memorials will be kept by Council.

Review Date

March 2022

It is considered this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.