



MORNINGTON
PENINSULA

Shire

Public Memorials and Plaques Policy

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1 POLICY STATEMENT

1.1 PURPOSE

The purpose of this Policy is to provide a framework for the installation of all plaques and memorials whether in or on buildings, on the pavement, in parks, gardens, streets or public places. All plaques or memorials installed within Mornington Peninsula Shire must conform to this Policy.

The Policy is applies to:

- Requests made by Councillors, Shire officers, individuals and community groups; and
- Applications for land owned by Mornington Peninsula Shire Council;
- Applications for land owned by the Department of Environment, Land, Water and Planning (DELWP) of which Council is the Committee of Management. Section 15 of the *Crown Land Reserves Act 1978* refers to appointed Committees of Management that “shall manage, improve, maintain or control the land for the purposes for which it is reserved”.

1.2 OBJECTIVES

Policy objectives in relation to plaques and memorials are to:

- Provide guidelines for the application and installation of memorials, promoting a clear and transparent process;
- Provide an equitable decision making approach to requests for installation of memorials and plaques;
- Ensure that proposals are assessed and managed in a timely manner; and
- Minimise the risks and environmental impact of plaques and memorials.

1.3 STATEMENT

Mornington Peninsula Shire Council recognises that some members of the community wish to acknowledge the life of a deceased person by establishing a memorial in a public open space.

Some parks or other locations already contain plaques or memorials that predate this Policy. These markers contribute to an understanding of significant events or person closely associated with the area’s history or community. An existing memorial or plaque is not a precedent for future approvals.

When receiving a request for a memorial or plaque, the Shire will take into consideration the number of existing memorials or plaques in the surrounding vicinity.

Applications for establishment of memorials will be considered on a case by case basis in accordance with this Policy and requests must state the community benefit of recognising the individual or association with a memorial.

1.4 CRITERIA

In order for the Shire to ensure its public open spaces continue to serve their intended purpose and are not transformed into places of mourning, and that its assets are not impacted negatively, subjects for plaques and memorials in public open space will be limited to the following:

- A significant anniversary of an event unique to the history and development of the township or location;
- Historical or other information relevant to the site/location; and
- A public artwork of significance.

In addition, Principle (H) Using Commemorative Names from the Office of Geographic Names (OGN) *Naming Rules for Places in Victoria 2016* will guide the Council:

“If named after a person, that person should be or have been held in strong regard by the community, with preference given to unofficial names used by the local community. When deciding on the assignment of a commemorative name, naming authorities should consider the person’s achievements, relevant history and association to the area, and the significance of the family/person to the area/land. For example, a family that has been associated with an area for at least 50 years.”

1.5 POLICY CONTEXT

Our Peninsula 2021 – Council Plan 2017-2021

Our Place

1. Through strategic planning we improve and protect the unique characteristics of the Mornington Peninsula.

Strategies

- A. Maintain 70% of the Mornington Peninsula as green wedge.
- B. Develop and implement integrated land-use plans which provide for planning appropriate to the role and function of each area.
- C. Design and deliver well-planned townships with adequate capacity for housing, infrastructure, employment, business activity and recreational areas.
- D. Enhance the character of our townships and villages through the development and maintenance of public spaces, reflecting local character, conditions and community preference.

2 OWNER

The owner of this Policy is Council. All enquiries regarding this Policy should be directed to the Governance unit.

2.1 OWNERSHIP AND LIFE OF THE MEMORIAL

All memorials placed on Council owned or managed land are deemed to be assets of the Mornington Peninsula Shire Council (with the exception of roadside memorials) and managed in accordance with Council's policies and procedures.

Mornington Peninsula Shire Council will manage and maintain a memorial for the life of the asset (with the exception of roadside memorials) in accordance with Council's Asset Management Plan, after which time, determination of the future of the memorial will be at Council's discretion, which may include the relocation, removal, and/or decommissioning as required.

Where the condition of the memorial is poor or the site is no longer appropriate, Council officers will take all reasonable measures to contact the person who initiated the memorial prior to its removal or relocation.

3 DEFINITIONS

Memorial	Any object such as park bench or tree in public open space for the purpose of acknowledging a deceased person.
Plaque	A flat tablet of metal or other durable material which includes text and/or images to commemorate a person, group, event or historical information relative to the location.
Roadside memorial	Any object constructed, erected or placed on the road or within the road reserve to commemorate/indicate a road fatality. Memorials may include items such as wooden crosses, coloured posts, flowers or a personalised memorial. Unique and personal memorials are to align with all criteria.
Interpretive sign	Signage that provides an interpretive experience with information about: <ul style="list-style-type: none">• An individual or association that has contributed significantly to the cultural, political or social aspects of the Shire's development;• An individual or association strongly linked to the Shire and its history;• A significant anniversary of an event unique to the history and development of the township or location; or• Historical or other information relevant to the site/location.

4 MEMORIALS FOR COUNCIL CONSIDERATION

Applications for memorial features, plaques, interpretive signs and war memorials to be located on Council owned or managed land (Crown Land) will be tabled at Council for consideration twice per calendar year and will be restricted to major cultural/heritage figures and places, or in remembrance of war events and sacrifices.

4.1 MEMORIAL FEATURES

Memorial features such as a park bench/seat, fountain, statue, ornamental feature, sculpture or other significant or unique artwork will be considered on a case by case basis in line with the following:

- If approved by Council, the statutory process for community consultation will be in accordance with the Naming Rules for Places in Victoria (Office of Geographic Names);
- Proposals may be subject to Council's budgetary processes;
- Management plans and approvals processes, where applicable, form part of the determination on whether the location is suitable;
- Mornington Peninsula Shire Council will manage the installation of any memorial;
- If the memorial deteriorates beyond repair, becomes unsightly or unsafe, the Shire may remove it;
- The memorial may be relocated should the site be redeveloped or significantly change in character; and
- If the proposed memorial is in the form of public artwork such as a sculpture, tapestry, painting or mural, it must comply with the above criteria and the Mornington Peninsula Shire Public Art Policy.
- The Shire will not maintain or replace plaques in the event of damage to or removal of the plaque; and
- Plaques will not be attached to any existing Shire furniture.

4.2 MEMORIAL/COMMEMORATIVE INTERPRETIVE SIGN

Memorial/commemorative interpretive signs are used to signify or commemorate an historic or significant occasion, person or feature and will be considered on a case by case basis. The following criteria apply to commemorative and memorial interpretive signs:

- If approved by Council, the statutory process for community consultation will be in accordance with the Naming Rules for Places in Victoria (Office of Geographic Names);
- Proposals may be subject to Council's budgetary processes;
- Mornington Peninsula Shire Council will manage the design, manufacture, installation and maintenance of any memorial/commemorative interpretive sign in accordance with Shire furniture design standards.

4.3 WAR MEMORIALS

A war memorial commemorates the sacrifice of those Australians who have died during or from causes attributable to war. They vary widely in form but all have the intention to remind us of those we have lost to war.

The following applies to war memorials:

- The local Returned and Services League committee must be consulted prior to tabling a report to Council;
- If approved by Council, the statutory process for community consultation will be in accordance with the Naming Rules for Places in Victoria (Office of Geographic Names);
- Proposals may be subject to Council's budgetary processes; and
- Any proposal to move or significantly change an existing memorial shall be considered under this Policy.

5 MEMORIALS FOR WARD COUNCILLOR/OFFICER CONSIDERATION

Applications for heritage markers, memorial tree planting, ashes and roadside memorials will be assessed and determined by Shire officers in consultation with the Ward Councillor/s.

5.1 HERITAGE RECOGNITION MARKERS

Heritage recognition markers are installed by Council on private and public property and communicate the listing of a building, its history and its significance. The following criteria apply to Heritage recognition markers:

- The property must be State or Local Heritage listed;
- Development approval is required;
- Property owner permission is required;
- Proposals may be subject to Council's budgetary processes; and
- Proposals will be assessed and determined by Shire officers in consultation with the Ward Councillor/s.

Markers are generally installed directly onto the building or fence. If this is not possible, the marker will be post mounted as close to the building or fence as practical. All wording on markers is developed by Council staff in consultation with the applicant and property owners.

5.2 MEMORIAL/COMMEMORATIVE TREES AND PLANTINGS

Requests for planting of memorial/commemorative tree(s) in any appropriate street, park or reserve within Mornington Peninsula Shire are available based on the following:

- They comply with any existing Master Plan or planting design in that place or street and the nursery standards in accordance with Mornington Peninsula Shire Council's Street Tree Vegetation Policy and the Private Works on Nature Strip Reserves Policy;
- The type, location and planting of any tree will be managed by the Shire;
- No special care or guarantee of replacement is given; and
- To ensure that trees are protected from damage and public risk is minimised, plaques will not be installed on or around trees.

5.3 ROADSIDE MEMORIALS

Mornington Peninsula Shire Council recognises that some members of the community may wish to mark the location of a death on the road network with the placement of a roadside memorial on or near a road. Consideration for roadside memorials will be reviewed by Shire officers in consultation with the Ward Councillor/s and approval will be based on the following:

- The wishes and needs of the family will take precedence over those of friends of the deceased;
- Alterations to a public road must not be made;
- Memorials must be non-hazardous to road or footpath users and will be placed in a location that enables people to visit safely (refer to VicRoads Roadside Memorial Policy, Principle 5.1 for guidance);
- Memorials must be constructed of material and installed in a way that will not cause injury if struck by a vehicle;
- Memorials must not be placed or constructed in a way that it will distract drivers in any way. VicRoads Supplement to the AustRoads Guide to Road Design should be used to assess this;
- Memorials must not prevent appropriate maintenance of a road or road reserve and must not unreasonably restrict access for utility and emergency services;
- The location of the memorial should not detract from the amenity of the local area or impact the quality of life of adjacent landowners, property occupiers or other members of the public;
- Council is not responsible for the cost or installation of a roadside memorial;
- Council does not accept responsibility for the maintenance of roadside memorials, or any loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance or construction activities;
- Flowers may be considered as a temporary memorial and placed in line with all policy principles. Plastic or other wrapping materials that may be dangerous to wildlife or become litter are discouraged;
- Crosses or similar may be considered in line with all policy principles; and
- Unique and personal memorials are to align with all policy principles.

Council will remove a roadside memorial where it does not comply with the above criteria. Removal of the memorial will be at Council's discretion and officers will take all reasonable measures to contact the person who initiated the memorial prior to its removal.

A time limit of 3 months will be allowed for roadside memorials.

This Policy applies to Shire managed roads. All requests for memorials on VicRoads managed roads are to be referred to VicRoads.

5.4 ASHES

Mornington Peninsula Shire Council will consider requests to scatter the ashes of deceased persons or animals on Local Government land on a case by case basis. Where approval is granted, the ashes are to be distributed at a time and in a manner which creates minimal attention and disruption. Applications will be determined by officers in consultation with the Ward Councillor/s.

There is no provision for a memorial plaque to be installed at the site where ashes are to be scattered.

6 FEES AND CHARGES

Unless otherwise specified, all costs for memorials/plaques are to be borne by the applicant/donor, including any additional costs specific to the installation which may include, but are not limited to:

- Any community or stakeholder consultation processes;
- Any development approval requirements;
- Design, engineering or artist fees;
- Construction, manufacture and installation fees (including site preparation); and
- Purchase of park furniture associated with the memorial.

The Shire will install the memorial/plaque, ensuring consistency with Shire furniture design and/or tree planting guidelines.

7 PROCEDURE

All requests for memorials and plaques are to be submitted to the Governance unit using the Request for Public Memorial form (Appendix A) for initial assessment and acknowledgement response to the applicant. Governance will liaise with relevant Shire officers and Ward Councillor/s to determine suitability of the request.

Requests for ashes, roadside memorials, memorial tree plantings and heritage recognition markers will be determined by Shire officers in consultation with the Ward Councillor/s.

Requests for memorial features, interpretive signs and war memorials that are considered appropriate will be presented to Council for determination. Submitted requests must include a detailed proposal to include background on why Council should consider the request.

If circumstances require that a plaque or memorial needs to be removed, Mornington Peninsula Shire will make all reasonable efforts to notify the applicant.

Approved applications will be recorded on a Public Memorials register for reference. This is not a public register as it will contain applicant details.

8 REFERENCES AND REVIEW

VicRoads	Roadside Memorial Policy
VicRoads	Supplement to the Austroads Guide to Road Design
Office of Geographic Names	Naming rules for places in Victoria 2016
Mornington Peninsula Shire Council	Street Tree Vegetation Policy
Mornington Peninsula Shire Council	Private Works on Nature Strips Reserves Policy
Mornington Peninsula Shire Council	Public Art Policy

This Policy will be reviewed within 12 months of the 2020 general Council election or earlier as required.