



**POLICY NUMBER 60 (C)**

**PLAQUES AND MEMORIALS ON PUBLIC LAND AND BUILDINGS**

**DATE AMENDED:** September 2013

**DATE OF NEXT REVIEW:** September 2017

**DATE ADOPTED:** 17 September 2013

**RESPONSIBLE OFFICER:** General Manager Corporate Services

**REFERENCES:**

### **Best Value Principles**

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

## **Introduction**

The Plaques and Memorials on Public Land and Buildings Policy provides a policy framework for the installation of plaques or memorials within the Hepburn Shire.

## **Scope**

The scope of this policy is the installation of plaques or memorials in or on buildings, on the pavement, in public parks, open space, gardens, streets or public places. All plaques or memorials installed within the Hepburn Shire should conform to this Policy. Some parks or other locations already contain plaques or memorials that predate this Policy. These markers will generally remain but should not be taken as a precedent for future approvals.

## **Purpose**

The purpose of this policy is to:

- Restrict plaques and memorials to events or persons of significant importance to an area.
- Minimise the risks and environmental impact of plaques and memorials
- Minimise the incidence of plaques and memorials in open space.
- Ensure safety of motorists where plaques or memorials are located on streets or roadsides.

## **Definitions**

- Plaque – A flat tablet, stone, or other material which includes text or images which commemorate a person, event or historical information relative to a location.
- Memorial – an object established in memory of a person, association, anniversary or event and includes a monument.
- Open Space – refers to all land owned and or /managed by Council that is zoned Public.
- Public Park & Recreation Zone (PPRZ) and Public Conservation & Resource Zone (PCRZ) and is available for public access. Typically open space includes parks, gardens, trails, habitat corridors, utility reserves, water ways, foreshores, sportsgrounds and conservation reserves.
- Public Place – refers to road reserves, streetscapes and other municipal places that are owned and /or managed by Council.

## Policy

The installation of plaques and memorials will be assessed against the following criteria:

- Existing plaques and memorials will generally be retained. If the existing site is inappropriate, maintenance cost prohibitive or the condition of the plaque or memorial is poor, those originally involved in its placement should, where practical be consulted before re-siting or removal. Replacement plaques or memorials of a different style and material may also be considered at the cost of the applicant.
- Council does not encourage the installation of plaques or memorials in open space and only events or people of significant importance may be commemorated by a plaque or memorial.
- Subjects for plaques and memorials will be limited to the following:
  - An individual or association that has contributed significantly to the cultural, political or social aspects of the Hepburn Shire or it's community;
  - An individual or association strongly linked to the Hepburn Shire and its history;
  - A significant anniversary of an event unique to the history or development of the locality;
  - Historical or other information relevant to the site/location of the plaque.
  - Recognition of significant contributions for open space infrastructure can be acknowledged by a way of a plaque mounted on the infrastructure. For example - requirement of a funding agency.
- Plaques and memorials shall be designed and sited so as not to intrude upon or damage the structure or natural environment or otherwise create a public risk. Their construction should require little maintenance and should be resistant to vandalism.
- The approved plaque or memorial will be located at the designated site for a period of not less than ten years. Council however maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character prior to the expiration of this period. Council does not guarantee the retention of any plaque or memorial beyond ten years.
- A Plaque or memorial should be:
  - Located in a position where it will not distract a driver's attention or interfere with the role of any traffic control item.
  - Located in a position where it will not be hazardous to passing traffic or prevent appropriate maintenance of open space, reserve, road reserve or public infrastructure.
- Applicants must meet all costs associated with the design, manufacture and installation of a plaque or memorial, which shall be undertaken by, or under the supervision of Council.
- Requests for a plaque or memorial shall be made in writing to the Chief Executive Officer, Hepburn Shire Council detailing the following:

- Location of intended installation
- Reason for installation
- Brief statement of significance of the event or person concerned
- Name of proponent
- Intended date of installation
- Copy of any text already prepared
- Acceptance to policy conditions of installation.
- The General Manager Corporate Services should keep a record of all approved installations in Council's corporate records.
- Plaques or Memorials which have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed after attempts have been made to consult with the persons responsible for the installation.

### **Implementation**

The adopted policy will be placed on Council's website and will be administered by the General Manager Corporate Services.

### **Review**

The policy will be reviewed every four years in accordance with the Hepburn Shire Council Policy Framework.