



Mildura Rural City Council

Memorials & Plaques Establishment Procedure

Mildura Rural City Council is approached from time to time by members of the public with a request to establish a memorial for persons, events or disasters in public open spaces and road reserves.

Memorials provide recognition of people or events that have contributed significantly to, or occurred in, the Mildura Rural City Council community. They publicly recognise important contributions of individuals, groups, organisations or events and identify the location of significant disasters through memorials such as plaques, plants and furniture.

This procedure defines the criteria with which requests for memorials are considered by Council and outlines the application and approval processes.

1. Location

The significance of the memorial and the site chosen must have a connection to the persons(s) or event being commemorated and must be consistent with any development plans for the location. Where possible, two proposed locations for the memorial should be provided.

Memorials must not diminish the existing functionality of the public open space.

2. Applications

Requests for a memorial can be made to the Chief Executive Officer by completing an Application to Place a Memorial on a Council Owned or Controlled Asset and must include:

- Type and size of memorial;
- Two proposed locations;
- Diagrams and text for a proposed plaque or memorial;
- A brief submission addressing 'Level of Significance';
- Details of proposed maintenance plan;
- The extent and nature of the community support (if applicable).

3. Process for Approval

On receipt of an application, all requests for memorials will be subject to the Land Manager's Consent process for pre-approval followed by an assessment of the design and wording.

All requests for memorials will be submitted to Council for consideration and decisions will be confirmed to the applicant in writing.

In dealing with requests, the following criteria will be considered by Council:

- Outcomes of the Land Manager's Consent pre-approval process and assessment of the design and wording.
- In respect to public open spaces, only memorials recognising a significant contribution by an individual or group to the cultural, political or social development of the Mildura Rural City Council, or identifying the location of a significant event or disaster, will be approved.
- A memorial should be located in a position where it will not distract drivers' attention, interfere with the role of any traffic control item, be hazardous to passing traffic or hinder use of a Council facility.
- The amenity and particular values of public open space remains protected after the establishment of a memorial.
- A memorial should not prevent appropriate maintenance of a road reserve (VicRoads' Clear Zone Guidelines should be used to assess this).
- Applicants should be made aware of any possible risks in visiting roadside memorials and should be advised on safe practices in this regard, eg stopping clear of traffic.
- The establishment & maintenance of a memorial will bear no cost to Council.
- The location should be chosen to minimise risk.

In general, a time limit of twelve months will be allowed for memorials of a temporary nature.

Applications outside of this process will not be considered.

4. Maintenance

Council does not accept responsibility for maintenance of memorials, or any loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance or construction activities.

The group or person submitting the application for a memorial will be required to ensure that the memorial is kept free of graffiti and rectify any damage as a result of vandalism.

Applicants must submit contact details and a maintenance plan as part of their submission.

Any approval given will clarify ongoing maintenance requirements.

5. Decommissioning a Memorial

Mildura Rural City Council will ensure the memorial is kept in its initial location for at least five years and can relocate the memorial after this period if required.

Council may decommission a memorial on the following basis:

- High levels of community anxiety and negative feedback.
- Changes to the open space environment that may impact negatively on the memorial.
- At the request of the applicant (and at no cost to Council).
- Where the level of significance may have waned considerably.

6. Objections

Any objection or complaint from nearby residents or from road users regarding any aspects of memorials, including the activity of visitors to the memorial, should be carefully considered and if necessary the memorial should be relocated or removed.

7. Memorials in Public Open Space

1. Level of Significance

- a. The event, disaster or person(s) to be acknowledged must have contributed significantly to the cultural, political or social history and development of the Mildura Rural City Council. Memorials commemorating the life and death of all other persons(s) are not permitted on any public land with the exception of a cemetery.
- b. The person must be deceased.
- c. Memorials commemorating the life and death of domestic animals are not permitted on public land.
- d. Memorials must have community support and are not to have potential to offend.
- e. Applicants are required to prepare a brief written submission outlining the nature of the contribution to be commemorated and identifying how the contribution relates to the unique heritage and character of the Mildura Rural City Council community.

2. Types of Memorials

- a. Plaque - A flat tablet that includes text or other images which commemorates a person or event installed flush with the surrounding ground plane, rock or wall. The final size of a plaque will be assessed in relation to the location and the subject matter. Plaques should not interfere with, or cause additional maintenance of a site.
- b. Memorial – An object established in memory of a person, event or disaster. The memorial must convey the nature of the contribution being commemorated.

- c. Tree – A specific tree planted for symbolic reasons. Species and final location are to be determined by Mildura Rural City Council upon request. A small plaque, generally 100mm x 50mm can be included and installed at the base of the tree. A replacement tree will not be provided should the tree original tree die.

8. Memorials on Road Reserves

A roadside memorial is any object constructed, erected or placed on the road or within the road reserve to commemorate/indicate a road fatality and must comply with the *Road Management Act 2004*.

Memorials may include items such as wooden crosses, coloured posts, flowers or any type of construction with or without a plaque or inscription.

A memorial must be constructed of material, or installed in such a way, that will not cause injury if struck by a vehicle.

Where a long lasting memorial is required which incorporates a plaque, it should be placed horizontally as close to the surface level as possible.

9. Internal Consultation

Internal consultation with Council's Land Managers Consent Referral Group is mandatory for all memorial proposals.

Design and wording of plaque or memorial will be subject to review by Marketing & Communications prior to approval.

Feedback on the proposed memorial should be provided by all relevant stakeholders within the agreed time frame.

10. Responsibilities

In conjunction with the Memorials and Plaques Policy (CP043) the Chief Executive Officer will be responsible for the implementation and administration of this procedure.

11. Workflow

Application processing and associated administrative processes will be undertaken in accordance with ProMapp process *Applications for Memorials or Plaques*.