



Mildura Rural City Council

Memorials & Plaques Policy

Policy – CP043

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1. The purpose of this policy is

To provide consistency with which Council commemorates the contribution of members of the community to the social, cultural or political aspects and development of the Mildura Rural City Council.

This policy provides the framework for the application and installation of all memorials and plaques whether in or on buildings, on the pavement, in parks, gardens streets or public open spaces and defines the conditions under which Council will accept such requests.

2. Policy Statement

Mildura Rural City Council recognises that members of the community may wish to establish a memorial for persons, events or disasters in public open spaces and road reserves.

Council will deal sensitively with all requests for the establishment of memorials.

3. Principles

Requests for memorials and plaques must be made to the Chief Executive Officer by completing an *Application to Place a Memorial on a Council Owned or Controlled Asset (Land Manager's Consent)* and a Council resolution will be required to approve the installation of a memorial or plaque.

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

- 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 within the Mildura Rural City Council municipal area, or identifying the location of a significant event or disaster, will be approved.

- A significant contribution of the individual or group is to be determined as/was extra-ordinary and over and above what might reasonably be expected through paid employment or their voluntary contribution to the community, and that contribution stands out from others who may have also made a valuable contribution.
- Applications require a minimum of two endorsements or letters of support in relation to of any appropriate cultural guardians, authorities/organisations or family relevant to the nomination.
- 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.

Council may decommission a memorial or request the applicant relocate 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.

Memorials and Plaques Establishment Procedure details the process to be followed for the establishment of memorials and plaques in the Mildura Rural City Council.

4. Implementation

This policy and its implementation will be managed and monitored by the Chief Executive Officer.

5. Definitions

Plaque	Flat tablet of metal, stone or other material which includes text or images which commemorate a person, event or historical information relative to the location or a new public artwork of significance.
Memorial	An object or planting established in memory of a person, association, anniversary or event and includes a monument.

Public Open Space Open space refers to all land owned and/or managed by Council that is zoned Public Park and Recreation Zone or Public Conservation Resource Zone and is available for public access. Typically open space includes parks, gardens, trails, habitat corridors, utilities reserves, foreshores, waterways, sportsgrounds and conversation reserves. It does not include vacant municipal land zoned for other purposes.

Public Place Public Place refers to road reserves, Municipal Buildings, Streetscapes and other council lands that are owned and/or managed by Council.

6. Legislation and other references

6.1 Legislation

For further information related to this policy see:

- VicRoads Clear Zone Guidelines

6.2 Documents

- Memorials & Plaques Establishment Procedure
- Application to Place a Memorial on a Council Owned or Controlled Asset (Land Manager's Consent)
- Land Manager's Consent Policy CP061
- Asset Management Policy CP031

6.3 Risk Assessment Reference

Please tick the corporate governance risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management	✓	Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory		Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	✓
Corporate Governance		Project Management	
Environmental Sustainability		Public Image and Reputation	✓