



Council Policy

MEMORIAL AND PLAQUES POLICY

PURPOSE

The purpose of this policy is to provide a framework for the approval, installation and management of all plaques or memorials installed within the Colac Otway Shire.

SCOPE

All plaques or memorials installed within the Colac Otway Shire on lands that are owned or managed by the Colac Otway Shire including

- Buildings
- Street Scapes
- Open Space

DEFINITIONS

Memorial - An object established in memory of a person, association, anniversary or event and includes a monument.

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.

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.

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

REFERENCES

Colac Otway Shire - Planning Scheme

GUIDELINES/POLICY DETAILS

1. Existing plaques and memorials will generally be retained. If the existing site is inappropriate, maintenance costs 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 different style or form may also be considered.
2. Council does not encourage the installation of plaques and memorials in open space and only events or people of outstanding significance may be commemorated by a plaque or memorial. Subjects for plaques and memorials will be limited to the following :

- a. an individual or Association that has contributed significantly to the cultural, political or social aspects of the Colac Otway Shires development;
 - b. an individual or association strongly linked to the Colac Otway Shire and its history;
 - c. a significant anniversary of an event unique to the history and development of the locality;
 - d. historical or other information relevant to the site/location of the plaque.
 - e. A public artwork of significance.
3. Recognition of significant contributions for open space infrastructure can be acknowledged by way of a small plaque mounted to the infrastructure. Plaques recognising individual in memorial should not exceed 10cm x 6cm
 4. Plaques and memorials shall be designed in consideration of the general character of the area 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.
 5. While an approved plaque or memorial will be located at the designated site for a period of not less than ten years, Council maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character. Council does not guarantee the retention of any plaque or memorial nor accept responsibility for its maintenance and upkeep.
 6. Council infrastructure such as sporting pavilions are eligible to be named in honour of an individual who has significantly contributed to that sporting clubs and or sites development. The naming of council building assets shall be subject to the community consultation outline in the Councils Naming of Roads, Localities and Features policy.
 7. Plaques and memorials must be consistent with Council's strategic and urban design objectives for the proposed site.

Approval of applications adhering to the above conditions shall be the responsibility of the General Manager Infrastructure and Leisure Services.

RELATED DOCUMENTS

Landscaping Sponsorship

Plaques and Memorials in Colac Botanic Gardens

Naming of Roads, Localities and Features policy

Plaques and memorials application form – To be developed on approval

Policy owner		Division	
Adopted by council		Policy Number	
File Number		Review date	

Draft