



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
- Streetscapes
- 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 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 are 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 Shire's 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 individuals in memorials should not exceed 10cm x 6cm and should be consistent with other site plaques
 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 club's and or site's development. The naming of council building assets shall be subject to the community consultation outlined in the Council's Naming of Roads, Localities and Features policy.
 7. Plaques and memorials must be consistent with Council's strategic and urban design objectives and in line with any planning overlays for the proposed site.
 8. Final approval for the placement of a plaque or memorial will not be considered without written consent from site stakeholders such as but not limited to; friend's groups, sporting clubs and community organisations.
 9. Planting of memorial trees is supported, subject to site planning schemes and masterplans. Plaques recognising this donation are not permitted.

Colac Botanic Gardens unique clauses:

The Scattering or Burial of ashes is not permitted.

All requests for plaques or memorials within the Colac Botanic Gardens must be referred to the Friends of the Botanic Gardens in the first instance for advice.

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

FILE MANAGEMENT

Policy owner	Arts and Leisure	Division	Infrastructure and Leisure Services
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