

Policy Number:	2002/30	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Governance & Risk
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1. Purpose

The purpose of this policy is to provide certainty for Council and the community regarding the framework for the approval, format, inscription and installation of Council plaques, commemorative plaques and memorials on Council owned facilities and in Council land.

2. Context

Council plaques, commemorative plaques and memorials are used:

- to acknowledge the opening of a Council owned facility
- recognize the historical context of an important event or location within the municipality or its impact on our community.
- to commemorate the efforts of an individual who have contributed significantly to our community.

Where Council has received external funding for the construction or refurbishment of a Council owned facility it is often a requirement to include recognition of the contribution on a Council plaque located at the facility.

Council from time to time receives requests from the community to erect a commemorative plaque or memorial on Council land to honour the efforts of an individual, association or historical event.

While appropriate plaques and memorials can enrich open spaces, these areas are an important community resource. Therefore, any decision on their installation must balance the desire to commemorate events and individuals with the community's ongoing enjoyment of open space.

Requests received by Council to memorialise under-represented or marginalised community members on Council land will be prioritised, if the nominee has contributed significantly and substantially towards the Knox Community.

All new requests for installation of memorials and plaques will be based on this Policy.

This policy will also guide the assessment of requests for maintenance, removal, re-installation or other changes to existing memorials and plaques on Council land, although consideration will be given to the circumstances of the original installation.

The objectives of this policy are:

- to ensure a uniform approach to the wording of plaques prepared for unveiling at the opening of Council owned facilities;
- to ensure that there is a clear and consistent method for assessing community requests for new plaques and memorials in Council's land; and
- to ensure that the installation and ongoing maintenance of new plaques and memorials in Council's land is undertaken in an agreed manner.

3. Scope

This policy applies to all new Council plaques, commemorative plaques and memorials being installed in Council owned facilities and land within the City of Knox.

It is acknowledged that some Council owned facilities and land contain plaques or memorials that predate this policy. These places and memorials will generally be retained, however requests to replace a damaged or destroyed commemorative plaque or memorial will need to conform to this policy.

Plaques relating to the recognition of former Mayors and Councillors are not covered by this policy. These plaques and memorials must conform to Knox City Council’s Recognition of Former Mayors and Councillors policy.

[This Policy does not apply to non-permanent promotional signage.](#)

All plaques and memorials relating to the naming and renaming of Council owned features or facilities must ensure the proposed name complies with the *Naming Rules for Places in Victoria* as published by the State Government (Geographic Names Victoria). Consideration of requests for naming and renaming of Council owned features or facilities fall outside the scope of this Policy.

4. References

4.1 Council Plan 2021-25

- Ensure our processes are transparent and decisions are accountable
- Manage our resources effectively to ensure financial sustainability and improved customer experience

4.2 Relevant Legislation

- Local Government Act 2020
- Geographic Place Names Act 1998
- The Naming Rules for Places in Victoria
- Our Equal State – Victoria’s Gender Equality and action plan 2023-2027

4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 Related Council Policies

- Acknowledgement of Traditional Custodians Policy and Reconciliation Action Plan
- Naming and Renaming of Council Owned Facilities
- Public Art Policy
- Recognition of Former Mayors and Councillors Policy
- Gender Equality Action Plan

4.5 Related Council Procedures

- Nil

5. Definitions

Applicant	means individual(s) who submitted the request to Council
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Council Officer	means any staff member of Knox City Council

Council plaque	means a flat table of metal, stone or other material which includes text and/or images initiated by Council to acknowledge the opening of a Council owned facility or other Civic event.
Commemorative plaque	means a flat table of metal, stone or other material which includes text and/or images which commemorate a person, event or historical information relative to a particular location.
EMT	Means the Executive Management Team as determined by the Chief Executive Officer
Individual(s)	means a private or natural person
Memorial	means an object established in memory of a person, organisation, anniversary or event and may include but is not limited to a bench, statue, tower, monument, headstone or any similar object.
Roadside Memorial	means objects placed within the road reserve by members of the community to commemorate lives lost on a Victorian road.
Significant Contribution	means having notable achievement, exceptional service, a major impact, or momentous community involvement

6. Council Policy

6.1 Plaques installed by Council to acknowledge an opening of a Council owned facility or other event

Plaques may be installed by Council to acknowledge the opening of a new or refurbished facility or to celebrate a civic event which is of historical significance.

The cost of the plaque will be funded by the relevant department as part of the project’s budget.

Council plaques must include an appropriate acknowledgement statement in accordance with the Council Acknowledgment of Traditional Custodians Policy. A template standard for Council plaques is included at Attachment A.

Requirements of external funders must be taken into consideration. Where an external funder provides funding conditional upon acknowledgement of their contribution, the funder’s name must be included on the plaque.

Other than in accordance with a Council resolution, Council plaques associated with the opening of a new or refurbished facility shall include the names of all Councillors in office at the time of the opening.

Once unveiled the Council plaque must be fixed on a prominent position at the facility to which it relates as a permanent memorial of the opening and/or celebration.

Requests for plaques in this category, and final designs may be determined by the Chief Executive Officer, or relevant Director in consultation with the Mayor.

6.2 Commemorative plaques or memorials for an individual in a Council land or facility requested by members of the community

Community members may nominate an individual for commemoration with either a plaque or memorial at its Council owned facilities and land. However, the most appropriate place for a commemorative plaque or memorial is within a designated memorial park such as

- Ferntree Gully Cemetery;
- Lilydale Memorial Park;

- Bunurong Memorial Park; or
- Springvale Botanical Cemetery.

Only requests relating to an individual who has been deceased for at least two years will be considered to enable the historical perspective and proper consideration of the significance of their contribution to the community.

All requests must be submitted to Council in writing and accompanied by the following information:

- Personal details of the individual nominated, including their character and standing in the community;
- Type of memorial requested i.e metal plaque, park bench with plaque or rock embedded plaque;
- Proposed location of memorial and reasons for chosen location;
- A brief description of the individual's significant contribution to the Knox community and how this has progressed the Knox Vision and Council's strategic objectives; and
- A demonstration of community support.

Only nominations that clearly demonstrate the contribution of the individual was extraordinary and over and above what might be reasonably expected through paid employment or their volunteer contribution to the community will be approved.

Requests for plaques or memorials in this category require approval of Council.

6.3 Commemorative plaques or memorials of a historic event and place in a Council land or facility requested by members of the community

Community members may nominate a historic event or place for commemoration with either a plaque or a monument.

Only requests relating to a significant historical or cultural event which had a profound resonance with the broader Knox community will be considered.

All requests must be submitted to Council in writing and accompanied by the following information:

- Type of memorial requested i.e metal plaque, park bench with plaque or rock embedded plaque;
- Proposed location of memorial and reasons for chosen location;
- A brief description of the historical event and/or place and why the historical importance of the site would not be evident without a plaque; and
- A demonstration of community support.

Requests for plaques or memorials in this category require approval of Council.

6.4 Roadside Commemorative Plaques and Memorials

Family and friends often decide to mark the location of a fatal crash on the road by placing a temporary memorial on the roadside, often in the form of a floral or other tribute.

Council does not encourage the placement of such roadside memorials.

When the road is a declared freeway or an arterial road reserve memorials are managed by VicRoads.

Memorials placed on local roads (excluding privately owned roads) are the responsibility of Council and Council staff will manage such memorials in a manner consistent with the VicRoads Roadside Memorial Policy.

Council will modify, relocate or remove memorials in accordance with the following principles:

- The wishes and needs of the family are a key consideration. When managing a roadside memorial, the wishes and needs of the family will take precedence over those of the friends.

- Roadside memorials are to be discreet to respect the feelings of members of the community affected by the fatal crash, whilst still supporting the needs of family and friends.
- When a community member raises a concern regarding a roadside memorial, Council will commence consultation with affected parties to address concerns.
- Roadside memorials are to respect broader community values.
- A roadside memorial should not interfere with road management or maintenance activities.
- The memorial makers contact details are encouraged to be included on the memorial.
- When Council needs to undertake any works in the vicinity of a roadside memorial, requiring its modification, relocation or removal, Council will endeavour to contact the memorial maker before removal or relocation.
- Roadside memorials are to be non-hazardous to road users and be placed in a location that enables people to visit safely.
- Roadside memorials should not be made from materials or placed in such a way that would make them dangerous if involved in a crash. Items of a personal nature, such as flowers and mementos, are to be firmly affixed to the memorial so as not to pose a road safety hazard or maintenance issue.
- Any roadside memorial presenting a safety hazard may be modified, relocated or removed without notice

Roadside commemorative plaques may be considered an appropriate longer-term memorial in certain circumstances. Placing a plaque would need to be discussed with nearby residents and the Council. Where a plaque is considered appropriate, it is not to be attached to road infrastructure or non-road related infrastructure (such as utility poles).

Requests for longer term memorials in this category require approval of Council in and may be considered in accordance with Clauses 6.2 and 6.3.

6.5 Assessment of requests and nominations

The Manager Governance & Risk is responsible for receiving requests from the community and coordinating the assessment of all applications received with the relevant member of EMT.

Council initiated requests shall be the responsibility of the staff member(s) who are the custodians for the proposed location for the plaque or memorial and will coordinate the assessment of proposals with the relevant member of EMT.

Assessment of proposals shall address (as a minimum):

- The significant and substantial contribution made to the Knox community by the nominee;
- The national, state or local significance of a historical event or place;
- ;
- The proposed location of the plaque or memorial; ;
- If the nominee is a volunteer from a particular organisation, whether the contribution of the nominee is appropriately supported by the organisation (through a letter or other endorsement).
- The number of existing memorials, public artwork and other objects in the area;
- Whether a commemorative plaque or memorial already exists.
- The associated maintenance regime for the plaque / memorial (including responsibility and estimated annual costs).
- Capacity for design and installation to align to relevant legislation, standards, codes or guidelines relating to urban infrastructure.

Existing plaques and memorials will not be taken as a precedent for future requests and each request received will be assessed on its merits.

Internal consultation by Council officers seeking input from departments involved with the nominee is mandatory.

Where practicable, consultation with the deceased person's next of kin or appropriate relative/s should occur.

Any requests for a commemorative plaque or memorial that is determined to be either sculptural or an artistic work will be referred to the Active and Creative Communities department for consideration under the Public Art Policy and may be referred to the Art Assessment Panel.

Requests for approval will be submitted to Chief Executive Officer or Council to approve the final design and installation in accordance with clauses 6.1 to 6.5 above.

6.6 Design, Installation, Maintenance and Removal

Plaques and memorials must be designed and located so as not to create a public risk or damage to the natural environment. Design and installation must also comply with relevant legislation, standards, and guidelines, and Council policies relating to urban infrastructure, and consider (as a minimum):

- High resistance to vandalism
- Durability against weathering and deterioration
- Accessibility
- Sustainability and whole-of-life cost.
- Relevant siting principles including the function of spaces and visual amenity.

The appropriate maintenance regime (including responsibility and estimated annual costs) shall be considered and documented at the point of design.

Council will manage the design, manufacture and installation of all Council plaques, commemorative plaques and memorials.

Council approval is required for the final design and manufacture of all community initiated Council plaques, commemorative plaques and memorials and installation shall be managed by Council.

Subject to Clause 6.4, Plaques installed other than in accordance with Clauses 6.5 and 6.6 may be removed in accordance with Clause 6.8.

6.7 Funding of Plaques and Memorials

The applicant must meet all costs associated with the design, manufacture and installation of the commemorative plaque or memorial. A contribution toward maintenance may also be a condition of approval.

If nominated by Council, Council will meet all costs associated with the design, manufacture, installation and maintenance of the plaque or memorial.

6.8 Plaques and Memorials Not Approved in Perpetuity

An approved commemorative plaque or memorial will generally be located at the designated site for a period of not less than ten years unless otherwise specified by Council. Council does not however, guarantee the retention of any commemorative plaque or memorial beyond ten years.

Council also maintains the right to remove or relocate Council-owned commemorative plaque or memorial:

- In the event that a site is redeveloped or significantly changed in character
- In the event a plaque or memorial in the event it is vandalised and is no longer viable;
- If the plaque or memorials records the name of an individual convicted of a serious indictable offence and/or
- For any other reason at Council's sole discretion.

If a Council owned commemorative plaque or memorial is removed by Council, reasonable efforts will be made to:

- Appropriately document the existence of the plaque prior to its removal for Council's records.
- Return the item to the relevant individuals associated with its placement.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this Policy. Where an update does not materially alter this Policy, such a change may be made administratively on approval of the Chief Executive Officer. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council at a Council or delegated Committee meeting.

ATTACHMENT A

**KNOX CITY COUNCIL
LOGO**

This plaque was unveiled by

**on *DATE OF UNVEILING*
to commemorate the**

Mayor Cr _____

Cr A
Cr B
Cr C
Cr D

Cr E
Cr F
Cr G
Cr H

#Optional Funding Acknowledgement

Knox City Council acknowledges the traditional custodians of the City of Knox, the Wurundjeri and Bunurong people of the Kulin Nation*

*** This wording may be amended in accordance with Council's Acknowledgement of Traditional Custodians policy)**

Insert appropriate funding acknowledgement, if required by a funding agreement.