


COUNCIL POLICY

Memorials and Plaques	Adopted By Council:	27/11/13	
	Date/s Revised:	25/05/17	
		17/02/21; 04/2025	
	Next Review Date:	04/2029	
	Document No:	CP024	
	Directorate:	Infrastructure & Environment	

CONTEXT

The Borough of Queenscliffe receives requests from members of the community and local associations to install plaques, memorials or commemorative trees to commemorate people or events significant to the area.

PURPOSE

The purpose of this policy is to provide a framework for the approval and installation of such plaques and memorials. Note: this policy does not cover instances of the installation of a plaque as a consequence of a grant funding condition or the like (for example, a plaque to mark the opening/refurbishment of a building).

This policy covers all plaques (to buildings, sculptures or other fixed surfaces), memorials or commemorative trees being placed on Council Land or in any Public place within the Borough of Queenscliffe whether this be in a street, walking track, park or garden. All such plaques, memorials or commemorative trees will be required to conform to this policy.

Any existing plaque, memorial or commemorative tree cannot be taken as a precedent for future approvals. This policy does not apply to:

- signage, display boards, banners or public artworks
- the naming of parks, roads, bridges, or community facilities.

DEFINITIONS

Plaque	means a 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.
Memorial	means an object established in memory of a person, association, anniversary or event and includes a monument.
Commemorative Tree	for the purpose of this policy a commemorative tree will be classed as a 'memorial'.
Council Land	means land, buildings and facilities which are owned, occupied or vested in the Council or in respect of which the Council has the care and management (for example, as Committee of Management) and to which the public has access whether an entry fee is paid or not and includes a Public place.
Public Place	has the same meaning as defined in Council's Local Laws.

Significant Contribution	means an important and notable contribution to the cultural, political or social aspects of the development of the Borough of Queenscliffe.
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POLICY

1. Subjects for memorials and plaques will be limited to:
 - an individual or Association who has been a resident of the Borough of Queenscliffe and has made a significant contribution to the Borough of Queenscliffe community.
 - an individual or Association who has been a resident of the Borough of Queenscliffe and has made a significant contribution to the wider community outside of the Borough of Queenscliffe.
 - a significant anniversary of an event unique to the Borough of Queenscliffe's history and development.
 - historical or other information relevant to the site/location of the plaque.
2. No new memorial or plaque will be considered which commemorates a person, Association or event already memorialised in the Borough of Queenscliffe unless there are exceptional circumstances. Special anniversaries may be acknowledged.
3. The Borough of Queenscliffe specifies the range of categories of plaques and memorials appropriate to the needs of individuals and Associations (Refer Schedule A – Categories of Plaques and Memorials). No proposals will be considered outside of these categories. Applications can only be made under one category.
4. Any proposal that incorporates sculptural reliefs that is three dimensional or sculptural or is an artistic work, will also be considered in accordance with Council's Public Art Policy.
5. An approved plaque or memorial shall be located at the designated site for a period of not less than five (5) years after installation; however, Council maintains the right to remove or relocate it to another site if the designated site changes significantly in character or the designated site is to be redeveloped.
6. Council will manage the design, manufacture and installation of the plaque or memorial from material supplied by the applicant however, the applicant must meet all costs associated with design, manufacture and installation of the plaque or memorial. In some instances a contribution toward maintenance may also be a condition of approval.
7. Applications are to be made using the Application For Memorials and Plaques form which is available on the Borough's website and in person from Customer Service at Learmonth St.
8. Council has final approval of appropriate site/s and will determine the exact location of any plaque or memorial. Council may determine that multiple plaques be installed on park furniture where appropriate.
9. All proposals will be handled confidentially and as promptly and sensitively as possible. All proposals will be initially assessed by officers who will then make a recommendation to Council. All decisions on proposals will be made by Council via resolution as a confidential item at a Council meeting.

CONTINUOUS IMPROVEMENT

This policy will be reviewed on a continuous basis, but as a minimum every four years.

OTHER REFERENCES

CP057 Vegetation Management

CP014 Public Art

Queenscliffe Planning Scheme

END

SCHEDULE A CATEGORIES OF MEMORIALS AND PLAQUES

Category 1 – Indicative Cost – \$1,000

Commemorative trees without plaques

A tree, native or exotic, consistent with Council's Vegetation Management Policy (CP057) and planting guide for any of the Borough of Queenscliffe's parks or gardens and placed in a grassed location, intended as a private memorial for individuals or families. Council will maintain the tree. If due to unforeseen circumstances the tree must be removed (e.g. it dies, or due to changes to the site) it will be replaced at Council's expense in a mutually agreed location.

Category 2 – Indicative Cost – \$1,500

Commemorative trees with plaques

This category is reserved for commemoration of dignitaries, civic and historic occasions. Tree as above, small commemorative metal plaque to be set at base of tree.

Category 3 – Indicative Cost – \$1,300

Metal plaques

To signify or commemorate an historic or civic occasion, or to provide interpretative material relevant to a nearby building, artwork, or feature. Such plaques are not suitable as private memorials for individuals or families. Three types of plaques are available:

- Small or Large square plaque: to provide general interpretative or historical information
- Round plaque: to provide information about a new Borough of Queenscliffe artwork

Plaques to be installed flush with paving surfaces in parks or street or flat on wall surface.

Category 4

(a) Personalised memorial plaque on existing seat or bench – Indicative Cost – \$1,300

A small commemorative metal plaque for groups or individuals, to be attached to street pavement or existing park furniture (existing location).

(b) Personalised memorial plaque on new seat or bench – Indicative Cost – \$2,500

A new park bench including a small commemorative metal plaque for groups or individuals.

Category 5 – Indicative Cost – \$1,500

Bluestone paver

These plaques commemorate an historical event or recognise the contribution of a group or person related to a site but not an existing building on a site. The plaques are hard-wearing, match the quality of work and material evident throughout the Borough of Queenscliffe whilst keeping footpaths uncluttered.

Category 6 – Indicative Cost – \$1000

Blue and white enamel Oval plaque.

These plaques provide specific historical information relevant to a heritage building and will only be installed on heritage buildings.

Category 7 Cost – To be determined

Ornamental feature, horticultural feature or fountains, sculptural memorials

Council is open to discussion regarding unique and substantial memorials. A written proposal should be made to Council which outlines the desired outcome and budget available. Council will respond to such proposals individually and refer them to the appropriate staff to action.

Any non-standard items may need to be referred to Council for their consideration and/or approval. Costs are indicative only and are subject to variation.