

PLAQUES AND MEMORIALS POLICY

1.0 Purpose

The purpose of this Policy is to provide Councillors, Council Staff and the Community clear direction for assessing requests for the installation of plaques and memorials on roadsides and in Open Spaces within the City of Ballarat (Council), including:

- Placement and removal of temporary and/or permanent roadside memorials and/or tributes on roadsides;
- Placement and removal of temporary and/or permanent plaques and memorials within the City of Ballarat's Open Spaces;

To ensure the installation and ongoing management of new and existing plaques and memorials in Open spaces and on roadsides is undertaken in an agreed manner and to the satisfaction of the City of Ballarat.

2.0 Scope

This policy only relates to:

- Requests related to locations within the City of Ballarat and on land it manages
- Requests for plaques.
- Requests for a cluster or series of plaques associated with a particular theme.
- Requests for memorials

This Policy excludes War Memorials and Historic Monuments.

3.0 Policy Statement

The City of Ballarat understands that members of the community may wish to mark the location of a deceased person by the establishment of a plaque or memorial in memory of that person.

The City of Ballarat will take into account the effect on surrounding residents where a memorial and/or tribute are placed.

3.1 Requests for individual or group memorials:

All requests will be reviewed to determine if:

- The deceased person has a significant connection within the City of Ballarat Community. For example, the person has lived in the Municipality for a significant period of time, was highly active within the City of Ballarat community or participated in unpaid contributions to the City of Ballarat Community; and
- The request is to commemorate a historical or cultural event, including where a group has significantly donated to a community project.

All requests will meet the following guidelines:

- A plaque will be made from stainless steel or brass and a size no greater than 15 x 10 centimetres
- A plaque will be sourced and purchased by the applicant; and

- A memorial within open space will be installed in a way that will not damage Council Assets. If damaged, the applicant will bear the costs of any rectification works.

3.2 Requests for roadside tributes:

- The tribute will be located in a position where it will not be hazardous to passing traffic, pedestrians or prevent appropriate maintenance to the road reserve;
- The City of Ballarat will allow for temporary roadside memorials for up to 13 months;
- The City of Ballarat will consider permanent roadside memorials on a case by case basis;
- All roadside tributes must align with the VicRoads – Roadside Memorials Policy 2015; and
- Once a roadside memorial and/or tribute has been in place for 13 months, a Council Officer will contact the family in relation to collecting any items they wish to keep, before it is decommissioned.

3.3 Requests for a commemorative tree:

- The tree species will be chosen by Council;
- Council will make every effort to accommodate the requested location, however may need to choose an alternative location to the applicants request; and
- There shall not be anything affixed to the tree, including wiring and/or plaques.

3.4 Requests to install a park seat:

- The applicant will pay Council for a seat by making a payment at the City of Ballarat Customer Service Centre located at 25 Armstrong St Sth, Ballarat and will supply the plaque (size to be determined by Council) in stainless steel or brass;
- Council will supply and install the seat and plaque once payment is received;
- Council will make every effort to accommodate the requested location, however may need to choose an alternative location to the applicants request; and
- Council will maintain the seat in line with park furniture maintenance specifications.

3.5 Removal & Maintenance:

- Existing memorials shall be respectfully left intact unless subject to a site redevelopment. If the memorial is damaged or vandalised, Council will remove and retain for collection within 4 weeks;
- The City of Ballarat will allow permanent roadside tributes and/or memorials for up to 25 years, unless an extension is applied for and granted;
- If a memorial and/or roadside tribute is not maintained to an appropriate standard deemed by the City of Ballarat, Council will contact the applicant and remove immediately if not rectified;
- Any item that is considered inappropriate, dangerous or offensive will be removed immediately;
- The City of Ballarat reserves the right to remove or relocate memorials and roadside tributes due to road maintenance, construction activities and open space parkland redevelopments; and
- The City of Ballarat is not responsible for the maintenance, damage and theft of memorials and/or roadside tributes.

3.6 Approval & Timelines

- All applications will be assessed by the Property Services and Facilities Management unit of Council on a case by case basis;

- Once assessed, applications that meet the criteria will be approved by the executive Manager Property Services and Facilities Management;
- All applicants must meet the criteria set out in this policy and complete a Plaques and Memorial Application Form, which can be found at www.ballarat.vic.gov.au or by contacting 5320 5500; and
- In instances where an application meets all of the criteria and the applicant is genuinely unable to meet the costs associated with the memorial i.e. financial hardship exists (as assessed under the City of Ballarat financial hardship policy), consideration will be given to a waiver of either the cost of establishment of the memorial or the ongoing maintenance cost.
- All applications will be processed within 6 weeks from the time it is received by Council.

4. Legislation

- **Local Government Act 1989**
The Local Government Act – Schedule 10 Powers of Councils over Roads.
- **VicRoads Legislation (Roadsides Memorials Policy 2015):** www.vicroads.vic.gov.au
Road Management Act 2004 - Vic Roads has an important role in managing certain roads and roadsides. VicRoads may remove any roadside memorial where necessary;
- **Victoria's Road Safety Rules 2009** – For safety reasons, do not permit drivers to stop on a freeway, except for an emergency. For this reason, the placement of roadside memorials within urban or rural freeway reservations is inappropriate.

5. Definitions

- **Commemorative Tree** – A specific tree planted for symbolic reasons
- **Memorial** - A statue or structure established to remind people of a person or event
- **Open Space** – City of Ballarat owned and managed land that includes parks, grass land, floodway's, conservation areas, reserves, lakes and buildings
- **Plaque** – An ornamental tablet typically of metal, stone or other material which includes text or images which commemorates a person, event or historical significance
- **Roadside** – City of Ballarat owned Road's, Road Reserves and Drainage Reserves
- **Tributes** - Items such as wooden crosses, coloured posts, toys, flowers or monuments with or without plaques or inscriptions
- **VicRoads** – Vic Roads owned and managed roads

4.0 Policy owner

Executive Manager Property Services and Facilities Management.

5.0 Authorisation

Adopted by Ballarat City Council on 26 October 2022 (R163/22).