



# Plaques & Memorials Policy

Open Space/Roads

Date of Adoption:

Review Date: 2027

## 1. Scope

The Scope of this document is to provide a clear direction on the process to apply for a plaque or memorial in memory of a loved one.

This Policy excludes War Memorials and Historic Monuments.

## 2. Background

The purpose of this Policy is to provide Councillors, Council Staff and Community clear direction for generating and assessing requests for the installation of plaques and memorials on roadsides and in Open Space areas within Wyndham City, including:

- Placement and removal of temporary and/or permanent roadside memorials and/or tributes on a roadside.
- Placement and removal of temporary and/or permanent plaques and memorials within Wyndham City's Open Space areas.
- Installation and ongoing management of new and existing plaques and memorials in Open space and on roadsides.

## 3. Policy Statement

Wyndham City 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.

Wyndham City will consider the effect on surrounding residents where a memorial and/or tribute is being placed.

## 4. 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** – Wyndham City owned and managed land that includes, parks, grass land, conservation areas, reserves, park assets, 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** – Wyndham City owned and managed roads, and road reserves
- **Tributes** - Items such as wooden crosses, coloured posts, toys, flowers, or monuments with or without plaques or inscriptions
- **VicRoads** – A state government agency that owns, manages, and regulates the arterial road network


## 5. Relevant Legislations

### 5.1 Local Government Act 2020:

- The Local Government Act 2020 - Powers of Councils over roads.

### 5.2. VicRoads Legislation:

- 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 2017 – For safety reasons, VicRoads 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.
  - VicRoads Roadsides Memorial Policy 2015 can be found at – [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au).

## 6. Criteria

### 6.1 Requests for individual plaques:

All requests must be from a direct family member and meet the following criteria:

- The deceased person/s had a significant connection with the Wyndham Community, is known to the Wyndham community and has lived in Wyndham for a significant period of their life. For example, the person was highly active within the community and participated in unpaid contributions to the community.

All approved plaque requests will meet the following guidelines:

- A plaque will be made from stainless steel or brass and a size no greater than 15 x 15cm.
- A plaque will be sourced and purchased by the applicant.
- Where an application is for a plaque on a park bench, the applicant will bear all costs associated with the purchase and installation of the bench in accordance with Council standards.
- A memorial within open space will be installed in a way that will not damage Council assets, and if damaged, the applicant will accept the costs of any rectification works.

### 6.3 Requests for a commemorative tree:

A commemorative tree is a good option to remember a loved one which means something special to a particular person, group, or family.

Council will provide the following:

- A tree (species to be chosen by Council).
- A suitable location at the site chosen by the applicant.
- Maintenance of the tree in line with current specifications.

Council do not support anything to be affixed to the tree, including wiring and/or a plaque.

### 6.4 Requests for roadside tributes:

- The tribute will be in a position where it will not be hazardous to passing traffic, pedestrians or prevent appropriate maintenance to the road reserve.
- Wyndham City will allow for temporary roadside memorials for up to 13 months (unless otherwise approved in writing).
- Once a roadside memorial and/or tribute reaches its 13 months, a Council Officer will contact the family in relation to collecting any items they wish to keep, before it is decommissioned.
- All roadside tributes must align with the VicRoads guidelines attributable to this policy.

### **6.5 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 it at the Wyndham City Depot, 249 -253 Old Geelong Road, for collection within 4 weeks.
- Wyndham City will allow temporary roadside tributes and/or memorials for up to 13 months (unless otherwise approved in writing).
- If a memorial and/or roadside tribute is not maintained to an appropriate standard (as deemed appropriate by Wyndham City), then Council will make all attempts to contact the applicant for immediate rectification. Should no action be undertaken within an agreed timeframe then the memorial and/or roadside tribute will be respectfully removed.
- Any item that is considered inappropriate, dangerous, or offensive will be removed immediately.
- Wyndham City reserves the right to remove or relocate memorials and/or roadside tributes to facilitate road maintenance activities, construction activities and/or open space parkland redevelopments.
- Wyndham City is not responsible for the maintenance, damage, and/or theft of memorials or roadside tributes.

## **7. Approval & Timelines**

- All applications will be assessed by the Manager Open Space and/or Manager Roads on a case-by-case basis.
- Once assessed, the applicant will receive a letter notifying them of the outcome.
- Requests for roadside tributes, plaques, and/or memorials beyond the scope of this Policy may be directed to another area of Council for a decision.
- All applicants must meet the criteria set out in section 6 of this document and complete a Plaques and Memorial Application Form, which can be found at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au) or by contacting 1300 023 411.
- All applications will be processed within 6 weeks from the time it is received by Council.



## Attachment 1 – Plaques & Memorials Application Form

Applicants Details	
Full Name	
Postal Address	
Contact Number	
Email	
Roadside Tribute/Plaque/Memorial Details	
Location	
Who is it for and what is your relationship to the person/persons?	
Description of contribution to the Wyndham community	Not applicable to roadside tributes
Design specification: Plaques/Memorials - stainless steel/brass, 15 x 15cm	Please attach design, wording, and picture of the plaque
Commemorative Tree	
Location	
Who is it for?	
Park Seat	
Location	
Plaque Y/N:	

If approved, I understand that I will be responsible for all costs associated with the design, manufacture, installation, and maintenance of the plaque or memorial and/or tribute. Wyndham City reserves the right to remove the plaque, memorial and/or tribute at any time. All information on this form will be kept in-line with Council's privacy policy.

Sign.....

Date.....