

# Memorials on Roadsides and Public Open Spaces— Establishment Procedure

Gannawarra Shire Council is approached from time to time by members of the public with a request to establish a memorial for persons, events or disasters in public open spaces and road reserves.

Memorials provide recognition of people or events that have contributed significantly to, or occurred in, the Gannawarra Shire community. They publicly recognise important contributions of individuals, groups, organisations or events and identify the location of significant disasters through memorials such as plaques, plants and furniture.

The following criteria outlines how requests for memorials are considered by Council and should be taken into account by applicants.

## **Siting of a memorial**

The significance of the memorial and the site chosen must have a connection to the person(s) or event being commemorated and must be consistent with any development plans for the location. Where possible, two proposed locations for the memorial should be provided.

Memorials must not diminish the existing functionality of public open space.

## **Applications**

Written application for a memorial must be made to Council and include the following:

- Type and size of memorial
- Two proposed locations
- Diagrams and text for a proposed plaque or memorial
- A brief submission addressing 'Level of Significance' (for Memorials in Public Open Space only and further detailed below)
- The extent and nature of community support (if applicable).

## **Process for Approval**

All requests for memorials will be submitted to Council for consideration.

Decisions will be confirmed in writing.

No applications will be considered outside this process.

## **Maintenance**

The group or person submitting the application for a memorial will be required to ensure that the memorial is kept free of graffiti and rectify any damage as a result of vandalism.

Applicants must submit contact details and a maintenance plan as part of their submission.

Any approval given will clarify ongoing maintenance requirements.

## **Decommissioning a Memorial**

Gannawarra Shire Council will ensure the memorial is kept in its initial location for at least five years and can relocate the memorial after this period, if required.

Council may decommission a memorial prior to five years on the following basis:

- High levels of community anxiety and negative feedback.
- Changes to the open space environment that may impact negatively on the memorial.
- At the request of the applicant (and at no cost to Council)
- Where the level of significance may have waned considerably.

## Other

Any objection or complaint from nearby residents or from road users regarding any aspects of memorials, including the activity of visitors to the memorial, should be carefully considered and if necessary the memorial should be relocated or removed.

Council does not accept responsibility for maintenance of memorials, or any loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance or construction activities.

In general, a time limit of twelve months will be allowed for memorials of a temporary nature.

Arrangements for the placement of all memorials should be made with Council in accordance with this procedure.

### Memorials in Public Open Space

#### 1. Level of Significance

- a. The event, disaster or person(s) to be acknowledged must have contributed significantly to the cultural, political or social history and development of the Gannawarra Shire. Memorials commemorating the life and death of all other person(s) are not permitted on any public land with the exception of a cemetery.
- b. The person must be deceased.
- c. Memorials commemorating the life and death of domestic animals are not permitted on public land.
- d. Memorials must have community support and are not to have potential to offend.
- e. Applicants are required to prepare a brief written submission outlining the nature of the contribution to be commemorated and identifying how the contribution relates to the unique heritage and character of the Gannawarra community.

#### 2. Types of Memorials

The following memorials will be permitted:

Plaque – a flat tablet that includes text or other images which commemorates a person or event, which is installed flush with the surrounding ground plane, rock or wall. The final size of a plaque will be assessed in relation to the location and the subject matter. Plaques should not interfere with, or cause additional maintenance of, a site.

Memorial – an object established in memory of a person, event or disaster to be approved by Gannawarra Shire Council. The memorial must convey the nature of the contribution being commemorated.

Tree – a specific tree planted for symbolic reasons. Species and final location are to be determined by Gannawarra Shire Council upon request. A small plaque, generally 100mm x 50mm can be included and installed at the base of the tree, per above. No replacement tree will be provided should the tree die.

### Memorials on Road Reserves

A roadside memorial is any object constructed, erected or placed on the road or within the road reserve to commemorate/indicate a road fatality, that complies with the *Road Management Act 2004*.

#### 1. Types of Memorials

Memorials may include items such as wooden crosses, coloured posts, flowers or any type of construction with or without a plaque or inscription.

#### 2. Construction

A memorial must be constructed of material, or installed in a way, that will not cause injury if struck by a vehicle.

Where a long lasting memorial is required which incorporates a plaque, it should be placed horizontally as close to the surface level as possible.