

COUNCIL POLICY

# Public Memorials

---

## Contents

|                                                   |   |
|---------------------------------------------------|---|
| 1. Purpose.....                                   | 4 |
| 2. Scope.....                                     | 4 |
| 3. Policy details .....                           | 4 |
| 3.1.1 Application requirements.....               | 4 |
| 3.1.2 Type of memorial.....                       | 5 |
| 3.1.3 Approvals, installation and management..... | 5 |
| 3.1.4 Return of memorial plaques.....             | 5 |
| 4. Roles and responsibilities .....               | 6 |
| 5. Human Rights Charter compatibility .....       | 6 |
| 6. Gender Impact Assessment.....                  | 6 |
| 7. Supporting documents.....                      | 7 |
| 8. Definitions and abbreviations .....            | 7 |
| 9. Approval.....                                  | 8 |

**DOCUMENT UNCONTROLLED WHEN PRINTED**

| Document Control                        |                                        |                                  |
|-----------------------------------------|----------------------------------------|----------------------------------|
| Policy number:<br>113                   | Status:<br>Adopted                     | Approved by:<br>Council          |
| Date approved:<br>29 September 2026     | Next review date:<br>29 September 2026 |                                  |
| Directorate:<br>Corporate and Community | Department:<br>Regulatory Services     | Internal / External:<br>External |

**REVISION RECORD**

| Date       | Version | Revision description |
|------------|---------|----------------------|
| 03/03/2020 | 1.0     | Adopted by Council   |
| 26/08/2026 | 1.1     | Draft review         |
| 29/09/2026 | 2.0     | Adopted by Council   |

# 1. Purpose

The Public Memorial Policy provides guidance on eligibility, process for applications and approvals for placing public memorial plaques for deceased persons on Council land in the Alpine Shire.

# 2. Scope

The Policy applies to all applications for public memorial plaques on land owned, managed or controlled by Council ("Council land"). It defines:

- Application requirements and fees.
- What types of memorials can be approved under this policy.
- Internal Council approval, installation and management responsibility.
- Arrangements for return of memorial plaques.

There are many ways an individual, family or group could choose to commemorate or memorialise people, groups, places or events outside the scope of this policy. These alternatives provide a lasting positive legacy within our community and should be considered prior to applying for a memorial plaque on Council land. Opportunities to memorialise could include:

- Starting or contributing to a scholarship, bursary or grant, for example through a local school or other institution.
- Donating to a museum, historical society, community organisation or other relevant charitable organisation.
- Developing a website, app or writing an online history. These can allow significant places or people to be commemorated digitally and for people in the area to access information via their mobile devices.
- Approaching private or federal, state or other local government landowners, who may have more appropriate sites for memorialisation. These include places that are significant to communities or activities, such as RSLs, sports grounds or areas where many people from a country of origin have settled.

# 3. Policy details

## 3.1.1 Application requirements

Council will consider applications for memorial plaques on Council land for deceased persons that meet the following criteria:

- The application must be made on behalf of the deceased person by a registered organisation (e.g. a community group), rather than by an individual or a family.
- The registered organisation is responsible for ensuring that the person was resident in Alpine Shire for a significant part of their life or have made a significant contribution to the Alpine Shire in the time they were resident, and that there is sufficient community support for the memorialisation.

- The application must be made on the Council approved form, with supporting information as required.
- Consideration must be given to other options for memorialisation (examples listed in Section 2), and reasoning given for why a memorial plaque on Council land is the most appropriate option for memorialisation.
- Required administration fees must be paid upon lodgement of the application.

### **3.1.2 Type of memorial**

Under this policy, Council will only consider the installation of plaques on existing seats located on Council land (defined as land that Council owns and/or manages). Generally, one plaque per seat will be permitted, however Council may at its discretion approve the installation of more than one plaque on a seat.

Requests for other types of public memorials may be considered by Council on an exceptional basis, but the decision to consider an application for a different type of memorial rests solely with Council. If Council chooses to consider an application for a different type of memorial, it must follow the same process for application as detailed in section 3.1.1.

### **3.1.3 Approvals, installation and management**

The Manager Regulatory Services will review requests for memorial plaques against the requirements of this policy, in consultation with the Manager Assets and Waste. The Manager Regulatory Services has delegation for approval.

An administrative fee is payable upon lodgement of the application. If the application is approved, then the applicant is responsible for providing a plaque that is in accordance with Council's specifications. Generally, plaques must be designed to fit on the seat without any protrusions and be no more than 150mm x 75mm. They must be made of a non-corroding material (e.g. brass, copper or aluminium).

Ongoing maintenance of the plaque is the responsibility of the applicant or the family of the person being memorialised. Council may undertake maintenance of the plaque, but only in so far as it may be undertaking maintenance or repairs on the seat itself.

The plaque will be displayed for up to ten years but may be removed or relocated earlier if the requirement for the seat no longer exists or any other operational reasons. Removal or relocation will be undertaken in consultation with the relevant next of kin, where they can be contacted.

### **3.1.4 Return of memorial plaques**

After ten years, or if the plaque is removed for another reason, the plaque will be returned to the next of kin (if they can be contacted). Where next of kin can't be contacted, Council may dispose of the plaque after a period of 60 days from its removal.

If a plaque is still deemed to be required, a new application may be made for the installation of the plaque (in the same location or on another appropriate seat) for a further period of ten years.

Plaques that have been installed prior to the adoption of this policy may be removed and returned to next of kin (or disposed of) as the plaque falls into disrepair; when the seat is no longer required; or after a period of ten years from the adoption date of this policy.

Plaques that are, or have been, erected on Council land without approval will be removed and returned to the next of kin, or disposed of.

## 4. Roles and responsibilities

The following positions are responsible for the implementation of the Policy. In the event that position titles change over the life of the policy, the CEO may designate new positions responsible for the implementation of the Policy.

| Responsibility                                                        | Role / Position                                                                   |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Approval of application for memorial plaques                          | Manager Regulatory Services in consultation with Manager Assets and Waste         |
| Installation and removal of memorial plaques                          | Manager Operations                                                                |
| Application for memorial plaques                                      | Registered organisation (must be an Incorporated Association within Alpine Shire) |
| Maintenance of memorial plaques                                       | Applicant / next of kin                                                           |
| Decision whether to consider memorial applications other than plaques | Council                                                                           |

## 5. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

## 6. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the *Gender Equality Act 2020 [Vic]*. The assessment considered how public memorialisation contributes to community identity and historical recognition. It highlighted that memorials and commemorative naming practices have historically tended to recognise a relatively narrow range of people and experiences.

Accordingly, the policy encourages the addition of contextual, historical or interpretive information for all types of memorial applications.

## 7. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

### Related Legislation

- *Geographic Place Names Act 1998 [Vic]*
- *Local Government Act 2020 [Vic]*

### Related Guidelines, Operational Directives or Policies

- Naming rules for places in Victoria. Statutory requirement for naming roads, features and localities 2016 (or as amended)
- Public Memorials Application Form

## 8. Definitions and abbreviations

| Term            | Meaning                                                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Council land    | Any land, building or road owned, occupied, vested in, managed by or under the control of Council                                                                                       |
| Memorial plaque | Plaques are to be no larger than 150mm x 75mm and designed to be installed without any protrusions. They are to be made of a non-corroding material such as brass, copper or aluminium. |
| Council seat    | A seat owned and / or installed by Council. Must be located on Council land                                                                                                             |

## 9. Approval

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this 29 day of  
September 2026  
in the presence of:



DAVID BYRNE  
COUNCILLOR

Jean-Louis Ronco  
COUNCILLOR

WILL JEREMY  
CHIEF EXECUTIVE OFFICER

Version 2 of the Public Memorials Policy  
was adopted at the Ordinary Council  
Meeting held on 29 September 2026

The signed copy is held in Council's  
records.