

7.1.10 PLAQUES AND MEMORIALS POLICY

Responsible Manager:	Mark Gibson, Manager Property and City Design
Responsible Director:	Peter Panagakos, Director City Development

RECOMMENDATION

That Council

1. Notes that the Community Engagement process on Council's updated Plaques and Memorials Policy 2024 (New Policy) has been completed;
2. Notes the feedback received from the community on the New Policy as provided in Attachment 1;
3. Endorses the New Policy including the recommended changes by Gender Impact Assessment (GIA);
4. Notes that subject to resolution item 3 above, the New Policy will come into effect and will be published on Council's website.

INTRODUCTION

The purpose of this report is to provide Council with an update on the outcome of the community consultation on Council's Plaques and Memorials Policy (New Policy).

The report notes two changes to the New Policy under Chapter 5.0 Policy Statement, which were recommended by the Gender Impact Assessment (GIA). The revised New Policy is provided in Attachment 2.

This report recommends that Council notes the feedback from the community and endorses the revised New Policy.

COUNCIL PLAN STRATEGIC OBJECTIVES

Good Governance

Effectively communicate and engage with the community.

BACKGROUND

This policy provides a framework for the management of existing plaques and memorials, the installation of new plaques and memorials and an assessment of new requests for plaques and memorials from individuals and Community groups.

At its meeting on 25 June 2024, Council received a report seeking to commence the community consultation on the New Policy and resolved as follows;

“That Council:

- 1. Notes that the current Plaques and Memorials Policy (2017 Policy) was adopted by Council at the July 2017 Council meeting and is due for renewal to ensure that the policy is up to date and consistent with current best practice.*
- 2. Resolves to commence community consultation on the New Policy in accordance with Council’s Community Engagement Policy.*
- 3. Notes that a further report will be presented to Council for consideration on the outcome of the community consultation on the New Policy, along with any changes and an officer recommendation.”*

DISCUSSION

Having regard to past applications for plaques and memorials from the community, the current policy does not make provision for alternative commemorative options other than conventional plaques and memorials. The updated policy proposes to:

- Identify potential, alternative commemorative options which could be considered;
- Confirm the related approval process.

The New Policy also confirms the approval process in relation to new plaques installed by Council which commemorate the opening of a Council facility or event.

The key changes in the New Policy as noted in the 25 June 2024 Council report are as follows.

1. Approval Process - Requests for new plaques and memorials on Council owned or managed land

The New Policy proposes to revise Section 6 (Approval Process) to confirm the application and approval process relating to requests for new plaques and memorials on Council owned or managed land.

In the event that an application is not approved, the New Policy identifies alternative commemorative options which the applicant may wish to consider.

These include alternative commemorative options could be considered, including:

- A donation to Council’s city greening program
- Development of a written history and/or website content
- Approaching private landowners or the Federal or State Government on land they own.

2. Approval Process – New plaques installed by Council

The New Policy proposes to revise Section 6 (Approval Process) to confirm the layout and artwork approval process relating to Council plaques commemorating the opening of a Council facility or event.

The final artwork for any plaque shall be approved by the manager and relevant Executive Leadership team member of the Council division delivering the project and the

Manger Communications and Media and referral to the Chief Executive Officer for final approval.

Council commemoration plaques will generally include the following information, in order:

- Monash Council logo
- Identification of the Council facility or event
- The name of the Councillor and other persons (if applicable) opening the facility or event on date (day, month, year)
- The Mayor (If not already included in the above dot point)
- Funding partner(s) recognition (if applicable)
- Councillors' names (first name, last name -alphabetically)
- Funding partner logo (if applicable)

If the information or layout is required to be different from the above, this should be discussed with the Project Working Group (or other appropriate group) and this reasoning included when proceeding with the approvals process listed above.

Community Consultation

In accordance with item 2 of the above resolution, the New Policy was published on Shape Monash seeking feedback from the community. The community engagement on the New Policy commenced on 11 July and closed on 8 August 2024.

The Shape Monash page featured a survey and allowed respondents to submit their feedback on the New Policy.

An email with links to the Shape Monash page was sent to the following Advisory Committees:

- Disability Advisory Committee
- Environmental Advisory Committee
- Gender Equity Advisory Committee
- LGBTIQ+ Advisory Committee
- Monash Youth Committee
- Multicultural Advisory Committee
- Positive Ageing Network Forum
- Positive Ageing Reference Group

Community Response

By the engagement closing date, a total of 14 respondents provided their feedback on the New Policy via a survey on Shape Monash. While Shape Monash registered 15 submissions, 2 of these were made by the same submitter.

The following table shows the responses from the 14 Shape Monash submissions received.

Strongly Support	Support	Neither support nor don't support	Don't support	Don't know
3	6	4	0	1

Overall, the New Policy has been supported by a majority of the respondents (9 out of 14).

A summary of the key themes outlined in the detailed comments are provided below including the officer response.

Theme 1 – Use of land/space

Stop installing physical commemorative plaques or memorials that occupy land and space that could be otherwise used for other much more profitable revenue generative purposes such as businesses, restaurants, malls, or sports facilities (running tracks).

Officer Response

This submission is in line with the objective set out in the New Policy that: *'Protect the intended purpose, environmental values and aesthetic appearance of Council public space.'*

It also echoes one of the key changes proposed by the New Policy, which provides alternative commemorative options for the unsuccessful applicants for plaques and memorials to consider. I.e. *'Development of a written history and/or website content'*.

Theme 2 – Policy Approach

Great approach to a sometimes vexing problem. I believe that it sets out a reasonable approach to something that can often cause headaches in an area which might not have been carefully considered and/or clear guidelines established. This is those guidelines.

Plaques record history as it has happened, and we have a responsibility to future generations to record that as otherwise we have no record of heritage in the appropriate places.

Officer Response

These comments have been noted.

Advisory Committee Submissions

A member of the Positive Aging Reference Group provided feedback via Council's relevant department by email.

A detailed report on the consultation is included in the Community Consultation Report (Attachment 1).

Gender Impact Assessment

A GIA has been completed as the New Policy is considered to have a direct impact on the Monash community.

The GIA found that:

- Council has a duty to promote gender equality in our policies and report that progress back to the Commissioner under the Gender Equality Act 2020;
- Currently there is a gender imbalance reflected in our existing plaques and memorials; and
- Other councils are moving to include gender equality principles and considerations in their plaques and memorials policies.

As a result of the GIA, the following two changes were made:

1. Under Chapter 5.0 Policy Statement – Policy objectives, the following has been added to the list of objectives: *“Intersectional gender equality”*
2. Under Chapter 5.0 Policy Statement - Requests for new plaques and memorials on Council owned or managed land, a statement has been added which reads as follows:
“Consideration will be given to addressing an imbalance in recognition of contributions made by under-recognised groups, including but not limited to women, Aboriginal and Torres Strait Islander people, the multicultural community or the LGBTIQ+ communities.”

It was also noted that the Victorian State Government is finalising its Place Naming Rules, the principles of which could also be applied to public naming processes on plaques and memorials. Council officers will closely monitor this development and review Council’s Plaques and Memorials Policy in due course to ensure it is in accordance with State Government policy.

FINANCIAL IMPLICATIONS

There are no financial implications to this report. Note that all costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person making the request.

POLICY IMPLICATIONS

The **Monash Council Plan 2021-2025** requires the implementation of good governance strategies to maintain the highest standards of good governance. The proposed New Policy seeks to improve upon the 2017 Policy by embedding Council values and behaviours into the assessment and management of plaques and memorials, and to endorse Council’s goals, strategies, plans and policies.

CONSULTATION

A detailed report on the consultation undertaken on the New Policy is included in Attachment 1. The issues raised in the submissions are addressed in the discussion section of this report.

SOCIAL IMPLICATIONS

There are no social implications to this report.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications to this report.

GENDER IMPACT ASSESSMENT

A GIA has been completed and recommends two changes to the policy as outlined in the report.

CONCLUSION

It is recommended that Council endorses the New Policy with the recommended changes.

ATTACHMENT LIST

1. Attachment 1 Community Consultation Report Draft Plaques and Memorials Policy [7.1.10.1 - 6 pages]
2. Attachment 2 Draft Plaques and Memorials Policy Revision Post Community Consul [7.1.10.2 - 8 pages]

Community Consultation Report

Draft Plaques and Memorials Policy

Executive Summary

At its June 2024 meeting, Council resolved to commence consultation on the Draft Plaques and Memorials Policy 2024 (New Policy) in accordance with Council’s Community Engagement Policy.

The consultation was conducted between 11 July and 8 August 2024. The tools and methods used for engagement are detailed in table below.

Stakeholder group	Information to be collected from stakeholders	Engagement Tools & Methods	Dates
Broad community	Opinion about the policy	Shape Monash page and social media	Thursday 11 July - Thursday 8 August 2024
Councillors	Inform them of the engagement	E-Bulletin	Friday 12 July 2024
Advisory groups/community groups	Opinion about the policy	Email to relevant council officers to send out to their advisory lists with link to Shape Monash page	Thursday 11 July 2024

Community Response

14 respondents provided us with their feedback on the draft New Policy via a survey on the Shape Monash Review of Plaques and Memorials Policy website. While Shape Monash registered 15 submissions, 2 of these was made by the same submitter.

The following table shows the responses from the 14 Shape Monash submissions received.

Strongly Support	Support	Neither support nor don't support	Don't support	Don't know
3	6	4	0	1

Overall, the New Policy has been supported by a majority of the respondents (9 out of 14).

A summary of the key themes outlined in the detailed comments are provided below including the officer response.

Theme 1 – Use of land/space

Stop installing physical commemorative plaques or memorials that occupy land and space that could be otherwise used for other much more profitable revenue generative purposes such as businesses, restaurants, malls, or sports facilities (running tracks).

Officer Response

This submission is in line with the objective set out in the New Policy that: *‘Protect the intended purpose, environmental values and aesthetic appearance of Council public space.’* It also echoes one of the key changes proposed by the New Policy, which provides alternative commemorative options for the unsuccessful applicants for plaques and memorials to consider. I.e. *‘Development of a written history and/or website content’*.

Theme 2 – Policy Approach

Great approach to a sometimes vexing problem. I believe that it sets out a reasonable approach to something that can often cause headaches in an area which might not have been carefully considered and/or clear guidelines established. This is those guidelines.

Plaques record history as it has happened, and we have a responsibility to future generations to record that as otherwise we have no record of heritage in the appropriate places.

Officer Response

These comments have been noted.

Advisory Committee Submissions

1 member of the Positive Aging Reference Group provided feedback via Council’s relevant department by email.

The detailed submissions and officer comments and recommendations are provided in Appendix 1 of this report.

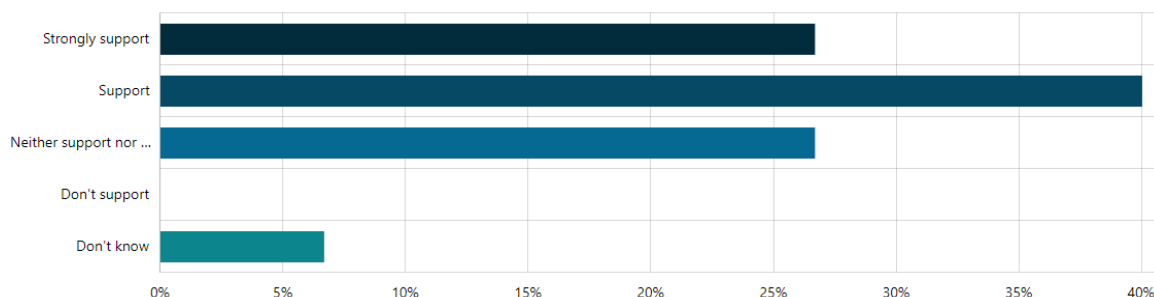
For respondents who requested further information, the project officers have provided responses to them by email since the conclusion of community consultation on 8 August 2024.

Respondents who left contact details but did not request specific information will be informed of the outcome of engagement by email following Council’s Resolution, with a link to the Community Consultation Report and Council Report.

Summary of Feedback

Survey on Shape Monash engagement platform

Question 1 - To what extent do you support or not support the New Policy?



14 responses were received to this question, with:

- 3 (21.4%) saying they strongly support the New Policy
- 6 (42.9%) support the New Policy
- 5 (35.7%) saying they neither support nor don't support the New Policy or they don't know.

Question 2 – Please explain why you gave this response?

To this question, 10 of the 14 respondents responded. With the exception of 1 respondent who requested further information, all other respondents' comments support the principles and proposed changes in the New Policy. The full details can be found in Appendix 1 of this report.

Who we heard from

We asked respondents questions regarding their gender and suburb. Below is a summary of the demographics:

- **Gender:** 3 of the respondents are women, 10 are men, 1 respondent didn't answer this question, none of the respondents identified themselves as non-binary, and no respondent preferred not to say.
- **Suburb:** 4 of the respondents live in Glen Waverley, 2 in Wheelers Hill, 2 in Ashwood and 2 in Oakleigh, with the remainder of respondents scattered between Mount Waverley, Notting Hill, Oakleigh East and Oakleigh South.

Submissions received from Advisory Committee

1 member of the Positive Aging Reference Group provided feedback via Council's relevant department by email. The respondent suggested that there should be more recognition for people in the medical field from Monash. Further details can be found in Appendix 1 of this report.

Appendix 1:

SUBMISSIONS RECEIVED THROUGH SHAPE MONASH

Submission No.	Level of support for the New Policy	Detailed comment	Officer comments and recommendations
SUB1	Neither support nor don't support	I believe the current policies are sufficient.	Noted.
SUB2	Support	No input	Noted.
SUB3	Support	No input	Noted.
SUB4	Don't know	I don't know the details	Noted.
SUB5	Support	Reflect changing needs in this space. It should go long way.	Noted.
SUB6	Neither support nor don't support	Before I decide can I be directed to clear photos of all plaques and memorials. Also does this research include plaques in cricket/football club rooms on council and non-council grounds?	Example photos of existing plaques and memorials in the City of Monash have been provided to the submitter. The New Policy related to plaques or memorials fixed to an object, building or hard ground surface located within Council owned or managed land that is open or accessible to people.
SUB7	Neither support nor don't support	Stop installing physical commemorative plaques or memorials that occupy land and space that could be otherwise used for other much more profitable revenue generative purposes such as businesses, restaurants, malls, or sports facilities (running tracks). Since in a democratic nation with short term office holding tenure, it's not most power holders' problem to face on removing plaques or memorials to make space for other profitable projects. Simply delay the problem till the next guy takes over the problem. Even if you install the plaques or memorials, you ask yourself silently that over your lifetime, then you ask your family and do a covert research on the young people today, that how many of them look up from their screens to look at the colour	Noted. This submission is in line with the objective set out in the New Policy that: <i>'Protect the intended purpose, environmental values and aesthetic appearance of Council public space.'</i> It also echoes one of the key changes proposed by the New Policy, which provides alternative commemorative options for the unsuccessful applicants for plaques and memorials to consider. I.e. <i>'Development of a written history and/or website content'</i> .

Submission No.	Level of support for the New Policy	Detailed comment	Officer comments and recommendations
		X text that blends with colour X background (hard to see) plaque to find out the story behind it? It's not like the commissioner of the memorial pay a daily fee to rent the land space like how Caucasian humans alive today pay daily rent to survive. So dead people's memorial is more important than helping living tax paying humans? Why not create NFT assets to digitally commemorate (daily digital rental costs) on Google and Apple Maps apps?	
SUB8	Support	I am happy with the processes discussed in the draft document. Thank you.	Noted
SUB9	Strongly support	Great approach to a sometimes vexing problem. I believe that it sets out a reasonable approach to something that can often cause headaches in an area which might not have been carefully considered and/or clear guidelines established. This is those guidelines.	Noted.
SUB10	Neither support nor don't support	No need of councillors' names etc.	Noted. The inclusion of relevant Councillor names on plaques and memorials is a consistent approach across Councils.
SUB11	Support	No input	Noted.
SUB12	Strongly support	No input	Noted.
SUB13	Strongly support	Plaques record history as it has happened, and we have a responsibility to future generations to record that as otherwise we have no record of heritage in the appropriate places.	Noted.

Submission No.	Level of support for the New Policy	Detailed comment	Officer comments and recommendations
SUB14	Support	Policy should also include a provision to record the addition, presence or removal of a plaque or memorial in a Council asset register. To assist in the understanding of the history and significant contributions made, the list and locations of the plaques and memorials should be published on the Council website.	Noted. All existing plaques and memorials within the City of Monash managed by Council are registered in Council's asset management information system. The relevant information can be provided to the community on request in accordance with Council policy.

SUBMISSIONS RECEIVED FROM ADVISORY COMMITTEE

Submission No.	Level of support for the New Policy	Detailed comment	Officer comments and recommendations
SUB15 From Positive Aging Reference Group	No input	There should be more recognition for people in the medical field from Monash.	Requests for new plaques and memorials from individuals and groups will be considered in accordance with the criteria of the policy.



Draft Plaques & Memorials Policy

DRAFT

<i>Policy Type:</i>	<i>Council</i>
<i>Adopted by Council on:</i>	
<i>Version:</i>	<i>Proposed revision August 2024</i>
<i>Review Date:</i>	
<i>Responsible Department:</i>	<i>City Design</i>
<i>Prepared by:</i>	<i>Mark Gibson, Manager Property & City Design</i>

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DRAFT

1.0 PURPOSE

The purpose of this document is to provide a policy framework for management of existing plaques and memorials, installation of new plaques and memorials and assessment of new requests for plaques and memorials within public space in the City of Monash.

2.0 POLICY SCOPE

The policy covers plaques and memorials on Council owned or managed land, including streets, reserves or parks. All new plaques and memorials will be required to conform to this policy, with the exception of the following:

- signage, display boards, banners, public artworks or temporary roadside memorials;
- war memorials, which require approval by other authorities;
- naming of places or facilities which are provided for under Council's *Guidelines for Community Request for the Naming of Council Facilities (2012)*;
- plaques and memorials to be located within the Oakleigh Pioneer Park Heritage Precinct, to which Council's *Policy on Plaques, Memorials and Public art in the Warrawee Park Heritage Precinct* applies.

Whilst there are existing plaques or memorials within the City of Monash that predate this policy an existing plaque or memorial should not be taken as a precedent for future approvals.

3.0 BACKGROUND

Public space is a significant part of the City's social and cultural heritage and makes a valued recreational, environmental and aesthetic contribution for people who live, work, and recreate in the City. Plaques and memorials provide recognition and can contribute to an understanding of significant events or persons closely associated with history.

Any decision regarding plaques and memorials needs to consider the balance between the desire to commemorate events or individuals and the ongoing enjoyment of uncluttered public space.

In 2004, Council endorsed the City of Monash *Policy on Plaques, Memorials and Public art in the Warrawee Park Heritage Precinct*.

In 2012, Council approved the City of Monash *Guidelines for Community Request for the Naming of Council Facilities*, which were developed to provide a consistent and standard procedure for naming Council facilities.

This policy will provide a consistent and standard procedure for assessing requests in relation to new plaques or memorials.

4.0 DEFINITIONS

For the purpose of this policy, the following definitions apply:

Plaque

Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object, building or hard ground surface located within public space.

Memorial

An object established to commemorate a person, group, association or event. A memorial may be a 'living thing', such as a tree or garden.

Public Space

All Council owned or managed land that is open or accessible to people. This includes:

- Council owned public open space including bushland reserves and sports fields
- Land managed by Council but owned by another body
- The exterior or interior of Council buildings within public space
- Reserve furniture within public space (such as reserve benches, picnic tables etc)
- Any other infrastructure within public space (such as picnic shelters, barbeques, playgrounds etc)
- Activity centre locations, including footpaths, median strips, public squares, malls and laneways
- Road reservations.

5.0 POLICY STATEMENT

Council recognises that plaques and memorials provide recognition and are important in celebrating significant historical events and persons or organisations closely associated with the leadership, cultural and social development of the City.

Policy objectives

Council is committed to achieving the following outcomes:

- Provide an opportunity to recognise and celebrate significant historical events and persons or organisations closely associated with the leadership, cultural and social development of the City;
- Protect the intended purpose, environmental values and aesthetic appearance of Council public space;
- Provide a clear and equitable framework to manage requests for plaques and memorials to be located within Council public space;
- Ensure risks are adequately considered in relation to plaques and memorials on Council land;
- Intersectional gender equality.-

General principles

To protect the intended purpose and aesthetic appearance of Council public space, Council does not generally encourage installation of plaques and memorials on land owned or managed by Council.

Plaques and memorials will only be considered where they are consistent with Council's strategic and urban design vision for the proposed location. The proposal must be consistent with relevant Council strategies, master plans and the land's public purpose, and must not result in a change of use of the land. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.

Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.

All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by Council. Installed plaques and memorials will become the property of Monash City Council and will be entered into Council's Asset Register. Maintenance of plaques and memorials must be undertaken by Council.

Council does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:

- the area in which the item is sited is to be redeveloped; or
- ongoing maintenance costs are prohibitive; or
- in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
- the condition of the plaque or memorial is poor.

If a plaque or memorial is removed due to any of the reasons above, Council will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

Existing plaques and memorials

Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

New plaques installed by Council

Plaques may be installed by Council on Council owned or managed land, buildings or structures to commemorate an opening of a new or refurbished Council building or facility, or a historically significant event.

Where project funding has been provided by an external agency, such as the State or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

Plaques installed by Council will be funded by Council. Council may seek a financial contribution from funding partners if applicable.

Requests for new plaques and memorials on Council owned or managed land

Council will consider requests for new plaques or memorials, including those from private individuals and community groups for installation of plaques and memorials on land owned or managed by Council.

Plaques and memorials will only be considered where the following criteria are met:

- commemoration of an individual that is/was strongly linked to the City of Monash; and
- commemoration of an individual that has made a substantial contribution to the leadership, cultural and social aspects of the City's development or shared community history. The contribution of the individual must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community.

Plaques or memorials will also be considered for the commemoration of:

- a Monash group or association who have made a substantial and outstanding contribution to the Monash community; or
- a significant historical or cultural event which has a profound resonance with the broader Monash community or is of national or state significance.

[Consideration will be given to addressing an imbalance in recognition of contributions made by under-recognised groups, including but not limited to women, Aboriginal and Torres Strait Islander people, the multicultural community or the LGBTIQ+ communities.](#)

The subject of a requested plaque or memorial must also have a clear association and strong significance to the location proposed for the plaque or memorial, and must not have been already commemorated elsewhere in the City.

Plaques and memorials commemorating deceased persons will not generally be considered until an individual has been deceased for at least one year, in order to allow for appropriate development of historical perspective, however Council may approve plaques or memorials commemorating living persons at Council's discretion. Approval will be sought from a deceased person's next of kin or appropriate relative/s where practicable.

Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic and urban design objectives for the proposed site. Significant donations for public space infrastructure (e.g. barbeques, picnic shelters etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.

6.0 APPROVAL PROCESS

Placement of plaques or memorials in public space requires prior written approval from Council. Persons making initial enquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding criteria applicable to the enquiry.

New plaques installed by Council

1. Applications must be in writing and should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial.
2. The final artwork for any plaque shall be approved by the Manager and relevant Executive Leadership team member of the Council division delivering the project and the Manger Communications and Media and referral to the Chief Executive Officer for final approval.
3. Council commemoration plaques will generally include the following information, in order:
 - Monash Council logo
 - Identification of the Council facility or event
 - The name of the Councillor and other persons (if applicable) opening the facility or event on date (day, month, year)
 - The Mayor (If not already included in the above dot point)
 - Funding partner(s) recognition (if applicable)
 - Councillors' names (first name, last name -alphabetically)
 - Funding partner logo (if applicable)

If the information or layout is required to be different from the above, this should be discussed with the Project Working Group or other appropriate group) and this reasoning included when proceeding with the approvals process listed above.

Requests for new plaques and memorials on Council owned or managed land

1. Applications for new plaques and memorials must be in writing and must demonstrate compliance with this policy. Applications should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial.
2. Initial review of the application will be made by Council Officers in accordance with the criteria in this policy.
3. Final review of the design and layout, wording and location of any proposed plaque or memorial will be undertaken by:
 - Manager Property & City Design
 - Manager Corporate Governance & Legal
 - Director City Services
 - Director City Development
4. A Council resolution will be required to approve the installation of a plaque or memorial.
5. If approved, the design, manufacture and installation will be coordinated by Monash City Council and all costs will be borne by the applicant. In some instances and at its sole discretion, Council may contribute toward the cost of the manufacture and/or installation.
6. If not approved, alternative commemorative options could be considered, including:
 - A donation to council's city greening program
 - Development of a written history and/or website content
 - Approaching private landowners or the Federal or State Government on land they own.

Any request for the placement of a plaque or memorial within public space that is managed by but not owned by Council will initially be assessed by Council referring to this policy. If assessed by Council as conforming to this policy the request will be referred to the land owner for final approval. Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.

Plaques or memorials placed in Council public space without Council approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

7.0 RELATED DOCUMENTS:

City of Monash *Guidelines for Community Request for the Naming of Council Facilities (2012)*

City of Monash *Playground and Playspace Strategy*

City of Monash *Active Reserves Strategy*

City of Monash *Walking & Cycling Strategy*

City of Monash *Activity Centre Structure Plans/ Masterplans*

City of Monash *Policy on Plaques, Memorials and Public art in the Warrawee Park Heritage Precinct*