



SHRINE OF REMEMBRANCE
MELBOURNE

POLICY	G-2.14.3	MEMORIAL TREES & TREE PLAQUES
TYPE	GOVERNANCE	COMPLIANCE
POLICY NO:	14	VERSION NO: 3

BACKGROUND

The practice of planting trees on the Shrine Reserve to commemorate specific units began in 1934 with 114 trees commemorating Royal Australian Navy and Australian Imperial Force units. Bronze plaques engraved with dedication details were later installed adjacent to trees. Over time, at the request of unit associations and other groups, additional memorial trees and plaques have been dedicated to commemorate Second World War and Post-1945 service; the number of Memorial Trees and Tree Plaques has grown to over 320. It is customary for units to meet at 'their tree' on Anzac Day and to hold remembrance services on other meaningful anniversaries.

This policy establishes the principles for the acceptance, assessment and approval of applications to dedicate new Memorial Trees and Tree Plaques.

POLICY & PROCESS

1. Any application for a new Memorial Tree and Tree Plaque (or to alter an existing one) must be submitted via postal or electronic mail directed to the Shrine's Ceremonial Program Manager (CPM).
2. The CPM will initially review application/s to confirm consistency with the Standards established in this policy and liaise with the applicant to address any inconsistency before the application is referred to the responsible Shrine director.
3. The responsible Shrine director will assess the application and the CPM's review regarding conformity with policy and refer all applications to the next meeting of the Ceremonial Committee with accompanying advice.
4. The Ceremonial Committee will consider all applications and the responsible Shrine director's advice and make its recommendation to the Shrine Trustees.
5. Applicants will be advised of the decision of the Trustees within 10 business days following the meeting at which the application was considered.
6. Existing cairns or other markers historically established within the Shrine Reserve do not constitute precedents substantiating any new application.

ADOPTED: 01/09/2011

REVIEWER: DVE

LAST REVIEW: 29/01/2021

AUTHORISED BY: TRUSTEES ON 10/02/2021

Policy No: G—2.14.3

7. Any new, approved Memorial Tree and Tree Plaque application will be allocated a vacant tree in an appropriate area of the Shrine Reserve. The allocated tree will be selected in consultation with the applicant (referencing the Shrine's Landscape Management Plan)—noting always that the Shrine holds full decision-making authority.
8. The cost of any new plaque or changes to an existing plaque are to be met by the applicant.
9. Production of any plaque is to be carried out by an endorsed supplier with the Shrine co-ordinating the design and installation procedures to ensure plaques meet the Standards established in this policy.
10. Any new memorial tree and tree plaque must be dedicated through the conduct of a Remembrance Service. The Shrine will assist the applicant in establishing this service.

STANDARDS

Any new Memorial Tree and Tree Plaque:

1. Must be in keeping with the Shrine's purpose as prescribed in the *Shrine of Remembrance Act (1978)* by memorialising the service and sacrifice of Victorians and Australians in war, conflict, peacekeeping and peacemaking from the Great War to the current day or, in the case of memorials to Allied service and sacrifice, by embodying a strong connection to Victorian or Australian servicemen and women.
2. Must not duplicate—in part or full—any other memorial established in any form within the Shrine Reserve.
3. Must comply fully with all related Shrine Policies and Standards.

Subject to meeting the three preceding Standards, applications to establish a Memorial Tree and Tree Plaque for the following will be accepted:

- Ship—to those that served on a ship of the Royal Australian Navy or Australian Merchant Navy, and any subsequent ship so named.
- Battalion—to those that served as members of a Battalion of the Australian Defence Force (ADF).
- Unit—to those that served as members of a Unit recognised at any time on the Australian Order of Battle.
- Squadron—to those that served in Squadrons of the Royal Australian Air Force
- Allied Nations—a nation that Australians have served with as allies in joint operations in conflict, peacekeeping or peacemaking.
- Other—applications for those that have served in ADF operations, forces or groups other than the above will be considered on a case by case basis.

ADOPTED: 01/09/2011

REVIEWER: DVE

LAST REVIEW: 29/01/2021

AUTHORISED BY: TRUSTEES ON 10/02/2021

Policy No: G—2.14.3

Form of Plaque and Wording

- The maximum size of the plaque is 400 x 200mm and the maximum number of characters, including spaces, is 240.
- The proposed wording on the plaque must be submitted for approval as part of the assessment process.
- Any logo is to be centrally placed on the plaque.

DEFINITIONS & ABBREVIATIONS

Memorial Tree: A tree within the Shrine Reserve at the base of which a memorial plaque is installed.

RELATED DOCUMENTS

Shrine Reserve Landscape Management Plan

RELATED POLICIES

- Wreath Laying and Other Services
- Memorial Policy

RELATED ACTS

- *Shrine of Remembrance Act (1978)*

REVIEW

This policy shall be reviewed as and when required.

ADOPTED: 01/09/2011

REVIEWER: DVE

LAST REVIEW: 29/01/2021

AUTHORISED BY: TRUSTEES ON 10/02/2021