



SECTION 3 Ceremonial  
PART 3.04.1 Memorial Tree Plaques

<b>POLICY &amp; No</b>	<b>3.04.1</b>	<b>Memorial Tree Plaques</b>
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## BACKGROUND

The Shrine Reserve is home to numerous memorial tree plaques. These plaques, placed at the base of a chosen tree, are dedicated to specific units of the ADF or to allied forces and serve to pay tribute to the efforts of the members of these units in times of war and peace. These trees and plaques often form the focal point of remembrance services, both private pilgrimages and larger, organised ceremonies. This policy will ensure consistent handling of applications for permission to install and dedicate plaques and the proper use and treatment of the plaques themselves.

## POLICY

- All applications to install a new memorial plaque or alter an existing one must be in writing.
- All applications must be referred to the Ceremonial Committee for review and recommendation.
- Any new allocation should utilise existing and as yet undedicated trees.
- The Reserve Master Plan must be taken into consideration with each application.
- Existing trees, cairns or other markers on the Reserve are not to be taken as precedents for any further development/allocation of trees.
- All unit trees must relate to a unit that existed or exists on the Australian Order of Battle during an armed conflict and should have a direct relevance to Victoria.
- Allied forces and units will only be recognised by the appropriate “country tree” in the Allied lawn.
- Trees will not be provided for units below Battalion, Ship or Squadron size. Smaller units are recognised by Corp, Service or Theatre trees.
- The wording on the plaque must be approved by the Ceremonial Committee.
- The cost of the plaque is to be met by the applicant.
- The maximum size of the plaque is 400mm x 200mm and the maximum number of letters, including spaces, is 240. Any logo is to be in the middle of the plaque.
- Production of the 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 laid out above

### Definitions & Abbreviations:

**House Flag:** any banner or pennant which is neither a flag nor an ensign (e.g. unit association or club ‘flags’)

## RELATED DOCUMENTS

## RELATED POLICIES

- 3.05.1 Wreath Laying & Other Ceremonies