

Memorial Policy



1. POLICY STATEMENT

The Memorial Policy has been developed to implement memorials across the City in a concise and consistent way.

2. PRINCIPLES

The objectives of this policy are to:

- Provide guidelines for the application and approval of a memorial, enabling a clear and transparent process.
- Establish criterion to equitably assess and respond to requests for the use of public open space for the recognition of people.
- Define objectives under which Council will accept requests for memorials.
- Provide a level of consistency across the City of Marion for plaques to exist on park infrastructure.

3. POLICY SCOPE AND IMPLEMENTATION

- This policy applies to the local community and any applicant wishing to apply for a memorial on Council's public open space.
- All requests for memorials must be made in writing to the Manager Open Space and Facilities on the Application Form.
- The ordering, supply and installation of memorial item/s will be undertaken by the City of Marion in consultation with the applicant/donor.
- All costs associated with the supply and installation of the memorial are to be borne by the applicant. Full payment is required after approval of the application and prior to the ordering of a memorial.
- Ordinary maintenance costs are at the Council's expense, however no additional maintenance will be carried out on any memorial.
- The City of Marion reserves the right to remove a memorial if it falls into a state of disrepair or remove a memorial after the expiry of 10 years.
- This policy is managed by the Open Space and Recreation Team, who are responsible for liaison with the applicant/donor; and coordination of the ordering, supply and installation of the memorial.

4. DEFINITIONS

Within this policy, unless the contrary intention appears;

- ‘Applicant/Donor’:** A person or group who propose the installation of a memorial, and who will pay all costs of supply and installation of the memorial item/s including the plaque.
- ‘Memorial’:** Includes park furniture (i.e. park bench, seat or picnic setting), tree, stone/rock or etched paver designed to preserve the memory of a person or group.
- ‘Plaque’:** A flat tablet of metal or other durable material which includes text to commemorate a person or group of people.
- ‘Public Open Space’:** Includes community land, road reserve and operational land owned by Council and any other land in Council’s care, control and management.

5. REFERENCES

- City of Marion Memorial Policy (adopted 24 August 2010)
- Memorial Procedure
- Memorial Application Form
- Fees and Charges Schedule

6. REVIEW

The Memorial Policy will be reviewed in four years, and will be administered by the Open Space and Recreation Team.