

Memorial Procedure

1. SCOPE

- 1.1 Anyone is able to apply for a memorial item of park infrastructure ie park bench, seat or picnic setting provided it complies with the existing or proposed design standard in that reserve. A plaque may be attached to the backrest of the seat.
- 1.2 Anyone is able to apply for a memorial tree in any reserve provided it complies with the existing or proposed planting design in that area. No special care or guarantee of replacement is given. Plaques will not accompany trees.
- 1.3 Anyone is able to apply for an etched paver to exist within a reserve if this is part of the Master Plan for this reserve and there is a designated area for this to occur. This will generally be restricted to Councils Regional or Precinct Reserves or Public Open Spaces.
- 1.4 It is acknowledged that memorials may reach saturation point at particular locations and in this circumstance, negotiation will need to take place with the applicant for an alternative location.
- 1.5 All memorials will be maintained in accordance with Councils existing maintenance schedules across the Council area.
- 1.6 All costs of supply and installation of the memorial item/s including the plaque will be borne by the applicant/donor.
- 1.7 The ordering, supply and installation of memorial item/s will be undertaken by the City of Marion in consultation with the applicant/donor.

2. APPLICATION AND APPROVAL

- 2.1 All requests for memorials must be made in writing to Manager Open Space and Facilities.
- 2.2 All applications and approvals must be considered in accordance with this policy.
- 2.3 Applications for new memorials should include:
 - The type of memorial requested;
 - Where possible, three feasible sites/locations for consideration;
 - Explanation of the significance of these sites;

- Proposed text for the plaque (if appropriate);
- Any other pertinent information; and
- Commitment to fund the memorial.

- 2.4 Approvals must be sought and granted prior to the installation of memorials/plaques.
- 2.5 Approval or Refusal of these applications will be made under delegation by Manager Open Space and Facilities.
- 2.6 The applicant must make full payment upon approval of the application.
- 2.7 If the application falls outside these policy guidelines, and the applicant wishes to pursue the matter then it shall be referred to the Governance department for consideration and may result in the matter being considered by Council.
- 2.8 If the application is not approved, reasons for this will be communicated to the applicant.

3. COSTS

- 3.1 All costs incorporating supply and installation of the memorial are to be borne by the applicant (refer to Fees and Charges Schedule).
- 3.2 Full payment is required after approval of the application and prior to the ordering of a memorial.
- 3.3 All ordinary maintenance costs are at Council's expense however no additional maintenance will be undertaken outside of existing service levels.

4. PLAQUES

- 4.1 The size of plaques to be affixed to park infrastructure should fit appropriately on the furniture with the text and size of the plaque to be approved as part of the application process.
- 4.2 Plaques will of a durable nature and consistent across the Council area. Options available will be dependent on location of the memorial according to reserve hierarchy and other considerations such as exposure to the elements i.e. coastal locations.
- 4.3 Any costs associated with any replacement plaque needed for the memorial item shall be the responsibility of the applicant/requestor.

5. LIFESPAN OF A MEMORIAL

- 5.1 The Council cannot guarantee that a memorial will be preserved or remain at the site indefinitely. For park furniture or paving the life span of the memorial will be 10 years. At this time, the Council will make every attempt to make contact with the original applicant as recorded in the register to discuss the possibility of a right of renewal.
- 5.2 If a reserve is to be redeveloped, then every attempt will be made to contact the applicant or family members to advise the reserve is to be redeveloped. The life of the memorial will cease at the time of the reserve redevelopment no matter what the asset life/memorial age is and the family/applicant will have the option to install a new memorial in line with the policy and proposed design standards for the reserve.
- 5.3 If a memorial is removed due to reserve redevelopment and contact can be made with next of kin, the family will be offered the removed memorial seat and/or plaque for their use.
- 5.4 Should a piece of park furniture being the memorial be vandalised beyond repair it will be deemed to be at the end of its useful life and the Council will make every attempt to make contact with the applicant to inform them of this. If the applicant wishes to renew the memorial, they will need to lodge a new application.
- 5.5 Should the applicant wish to renew the memorial and this is acceptable to Council, then the asset and plaque (if required) will be replaced at the applicants cost.
- 5.6 In the case of a memorial tree, there will be no right to renewal should the tree die. The applicant will need to lodge a new application for a new memorial tree.
- 5.7 Plaques depending on their material will have varying life spans however the applicant / donor will be responsible for their renewal.
- 5.8 All reserve Master Plans / Concept Designs will need to consider the memorials that exist within the reserve in redeveloping the reserve as per 5.2 above.

6. MAINTENANCE / VANDALISM / REPLACEMENT

- 6.1 The costs for the replacement of a plaque will be borne by the applicant if it needs replacement at any time.
- 6.2 Upon the completion of 10 years, should the applicant wish to pay for the renewal of a 'like' piece of park furniture and all associated costs, they can discuss this with Council staff at the time if appropriate for the setting, and can submit a new application.
- 6.3 Maintenance service levels in respect to memorials will be the same as the other assets of a similar nature across the Council area.

7. MEMORIAL REGISTER

- 7.1 Upon adoption of this policy, the City of Marion will keep a register of memorials including the location, type and detail of the memorial and contact details for next of kin.
- 7.2 It will be the responsibility of the applicant/donor to update their contact details with the Council in order for the Council to make contact regarding the memorial if required.

8. PUBLIC SAFETY

- 8.1 The design and placement of a memorial should not present a safety risk to pedestrians, cyclists or vehicles.
- 8.2 Council may conduct a risk assessment where public safety issues are identified.
- 8.3 Council reserves the right to relocate memorials to suitable nearby locations where there is deemed to be a safety issue with the location and placement of the memorial. In doing so, every attempt will be made to do this in liaison with the applicant/donor of the memorial, and the memorial register will be updated.

9. OTHER

- 9.1 In the instances of existing memorials installed prior to the date of this policy, which subsequently require removal, every effort will be made to contact next of kin prior to such removal. Replacement will not occur if no contact can be made with the initial donor.
- 9.2 All memorials existing within the City prior to the adoption of this policy will be subject to the provisions of this policy.
- 9.3 Memorials should be consistent with the Community Land Management Plan for that location.
- 9.4 All memorials and plaques placed in Council owned and managed land are Council assets and therefore are owned and under the care, control and management of Council.

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