

# Memorial Policy



## POLICY STATEMENT

The Memorial Policy has been developed to provide for memorials across the City in a consistent way.

### 1. PRINCIPLES

The objectives of this policy are to:

- Provide guidelines for the application and installation of memorials promoting a clear and transparent process.
- Define conditions under which council will accept requests for memorials.
- Provide a level of consistency across the City for plaques to exist on park infrastructure.

### 2. POLICY SCOPE AND IMPLEMENTATION

- This policy applies to 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 Unit Manager Open Space Operations on the application form which is available on Council's [website](#), or by contacting Council on 8375 6600.
- The ordering, supply and installation of memorial item/s and plaques will be undertaken by the City of Marion in consultation with the applicant.
- All costs associated with the supply and installation of the memorial and/or plaque is to be borne by the applicant. Full payment is required after approval of the application and prior to the ordering of a memorial / plaque.
- Ordinary maintenance costs are at 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 10 years, or at the point at which the asset requires replacement in order to maintain it's amenity.
- This policy is managed by Open Space Operations who are responsible for liaising with the applicant and coordination of the ordering, supply and installation of the memorial.
- If the application falls outside these policy guidelines, and the applicant wishes to pursue the memorial, the application will be referred to the Governance Department for consideration and may result in the matter being considered by Council in a public meeting.

### 3. DEFINITIONS

**'Applicant'** 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, as per the application and approval.

- ‘Memorial’*** Includes plaque / park furniture (i.e. park bench, seat or picnic setting) as set out in the application form available on council’s website or by contacting council, and as updated from time to time to reflect suitable products and pricing, 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.

#### **4. OTHER**

- In the instance 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 of the memorial will not occur if contact can not be made with the initial donor.
- All memorials existing within the city prior to the adoption of this policy will be subject to the provisions of the policy.
- Memorials should be consistent with the Community Land Management Plan for that location.
- 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.
- The applicant will be kept up to date as the application is processed.

#### **5. REFERENCES**

- City of Marion Memorial Policy
- Memorial Procedure
- Memorial Application Form
- Fees and Charges Schedule

#### **6. REVIEW**

The Memorial Policy will be reviewed in three years from the date of adoption and will be administered by Open Space Operations.