

Memorial Procedure



1. SCOPE

- 1.1 Applicants may apply for a plaque to be attached to the backrest of an existing seat. A maximum of two plaques will be permitted on the same seat.
- 1.2 Applicants may apply for a new item of park infrastructure ie park bench, seat or picnic setting, as set out in the application form and accompanying plaque, provided it complies with the existing or proposed design standard in the reserve. If the applicant pays for the item of park infrastructure, no additional plaques will be permitted on that infrastructure, with the exception of an additional application for a plaque from the same applicant/family.
- 1.3 Applicants may apply for a memorial tree in any reserve provided it complies with the existing or proposed planting design in that area and is in line with Councils Tree Policy and Tree Management Framework. No special care or guarantee of replacement is given. Plaques will not accompany trees on turfed areas however may accompany trees within garden beds/landscaped areas.
- 1.4 Applicants may apply for an etched paver to exist within a reserve if this is part of the Master Plan for a particular reserve, and if there is a designated or appropriate area for this to occur on an existing paved surface, or a paved surface has been adopted as part of Council's works program in the current financial year or next financial year. This will generally be restricted to Councils Regional or Precinct Reserves or Public Open Spaces.
- 1.5 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.
- 1.6 All memorials will be maintained in accordance with Councils existing maintenance schedules across the Council area.
- 1.7 All costs of supply and installation of the memorial item/s including the plaque will be borne by the applicant.
- 1.8 The ordering, supply and installation of memorial item/s will be undertaken by the City of Marion in consultation with the applicant.

2. APPLICATION AND APPROVAL

- 2.1 All requests for memorials must be made in writing to Unit Manager Open Space Operations on the application form available on Council's website or by contacting Council.
- 2.2 All applications and approvals must be considered in accordance with the policy.
- 2.3 Applications for new memorials should include:
 - The type of memorial requested
 - Where possible 3 feasible sites/locations for consideration
 - Explanation of the significance of the sites
 - Proposed text for the plaque
 - Any other pertinent information
 - Commitment to fund the memorial.
- 2.4 Approval must be sought and granted prior to the installation of memorials/plaques.
- 2.5 Approval or refusal of the application will be made under delegation by the Manager Open Space Operations.
- 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 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.
- 2.8 If the application is not approved, the reason 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 be 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 ie coastal locations.
- 4.3 Any costs associated with a replacement plaque needed for the memorial item shall be the responsibility of the applicant/requestor.

5. DURATION OF A MEMORIAL

- 5.1 Council cannot guarantee that a memorial will be duration preserved or remain at the site indefinitely. For park furniture or paving the duration of the memorial will be 10 years, or when the infrastructure requires replacement. At this time, 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, every attempt will be made to contact the applicant or family members to advise them. The memorial will cease at the time of the reserve redevelopment regardless of the age of the asset/memorial. The memorial will be replaced as part of the reserve redevelopment in liaison with the applicant and the 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 may be offered the removed memorial seat and/or plaque.
- 5.4 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.
- 5.5 Should a piece of park furniture being the memorial be vandalised beyond repair it will be deemed to be requiring replacement. Council will make every attempt to contact the applicant to inform them and seek their guidance for it's replacement.

- 5.6 If the applicant wants to renew the memorial and this is acceptable to Council, the asset and plaque (if required) will be replaced at the applicants cost.
- 5.7 If a memorial tree dies the applicant will need to lodge a new application for a replacement tree.
- 5.8 Plaques depending on their material will have varying life spans, however the applicant/ onor will be responsible for their renewal.

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 or the point at which the asset requires replacement, should the applicant wish to pay for the renewal of a 'like' piece of park furniture and all associated costs, they can discuss the replacement this with Council staff and 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 The City of Marion will keep a register of memorials, which will include location, type and detail of the memorial and contact details for next of kin.
- 7.2 It will be the responsibility of the applicant to update their contact details with Council, by phone or in writing, to enable 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 memorial to a suitable nearby location where there is deemed to be a safety issue with the current location and placement of the memorial. Every attempt will be made to do this in liaison with the applicant and the memorial register will be updated.

9. OTHER

- 9.1 In instances of existing memorials installed prior to the date of this policy that 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 no contact can be made with the applicant.
- 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.
- 9.5 The applicant will be kept up to date as the application is processed.