




Memorial Management – Outside of Cemeteries



“Working with our Rural & Coastal Communities”

 POLICY - INF-POL-09 – MEMORIAL MANAGEMENT (OUTSIDE OF A CEMETERY)	Version No:	1.1
	Issued:	August 2023
	Next Review:	November 2026

Responsibility Department:	Works & Infrastructure
Minute Reference:	OCM/23/083
Policy Adopted:	16/08/2023
Applicable Legislation:	Local Government Act 1999, S221
Related Policies/Procedures:	PRM-POL-07 – Cemeteries & Memorials
Review Frequency:	Following Council Election

1. INTRODUCTION

The Lower Eyre Council Memorials Policy has been developed to provide guidance in relation to the use of public open space in the placement of personal memorials, such as bench seating or structures outside of a Cemetery or Natural Burial Ground.

Council will deal sensitively with all requests for the establishment of a memorial.

2. PURPOSE

The purpose of this policy is to provide guidelines for requests to install Memorials on Local Government Land and on Road Reserves under the care and control of the Lower Eyre Council.

3. SCOPE

This policy provides the framework for the application and installation of all memorials and plaques whether in or on buildings, on the pavement, in parks, gardens, streets or public open spaces and defines the conditions under which Council will accept such requests.

This policy does not apply to memorials within a Council Cemetery. Refer to Policy - PRM-POL-07 – Cemeteries & Memorials for information pertaining to memorials within a cemetery.

4. APPLICATIONS FOR MEMORIALS


4.1 Applications

All requests for memorials must be made as follows:

- i. On Road Reserves an Authorisation to Alter a Public Road Reserve
- ii. On Council Reserve an Authorisation to Undertake Work on Council Land

The following information must be provided on the application forms:

- The type of memorial requested (including details outlining the materials to be used and size of the structure.
- Where possible, three feasible sites/locations for consideration
- Explanation of the significance of the memorial
- Proposed text for the plaque
- Commitment to fund the memorial and manage any ongoing maintenance
- Any other relevant information
- Applications require the endorsement of any appropriate cultural guardians, authorities/organisations, or family relevant to the nomination.

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4. APPLICATIONS FOR MEMORIALS

Cont'd:

4.1 Applications

Cont'd:

An application for installation of a memorial will be considered by Council to commemorate:


- An individual or incorporated body or group who was, or is, a member of the community and made a significant contribution to the cultural, political, sporting, or social life of the community, or
- A place or an historical event or anniversary of local, state, or national significance. Memorials and plaques should be in keeping with the aesthetic appeal and functionality of the location.

Any Memorial requests, other than a bench seat, will be referred to Council for consideration.

4.2 Permanent Memorials - Conditions

The installation of permanent Memorials within land that is managed by Council is not permitted without written approval from Council. Council may grant approval for the installation of such Memorials in accordance with the following conditions:

1. All memorials shall be installed in accordance with any existing and future plans or strategies relating to the particular site.
2. Alterations to, or replacement of, an existing memorial or plaque must comply with this policy.
3. The placement of the memorial or plaque is at the discretion of Council and regard will be given to public safety and any maintenance considerations.
4. The establishment & maintenance of a memorial will bear no cost to Council
5. In the case of a road reserve, a memorial should be in a position where it will not distract drivers' attention, interfere with the role of any traffic control item, be hazardous to passing traffic or hinder use of a Council facility.
6. A memorial should not prevent appropriate maintenance of a road reserve or reserve.
7. Council may conduct a risk assessment where public safety issues are identified.
8. After installation, the addition or temporary placement of any other memorabilia, photographs, or religious symbols or artefacts is prohibited at the site, except for during the six weeks following the anniversary of the event being commemorated. At the end of that period, if not already removed by the family or responsible organisation, the objects may be removed by Council.

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4. APPLICATIONS FOR MEMORIALS

Cont'd:

4.3 Temporary / Commemorative Memorials – Conditions

The installation of temporary commemorative Memorials within land that is managed by Council is not permitted without written approval from Council. Council may grant approval for the installation of such Memorials in accordance with the following conditions:

1. Requests for the installation of temporary Memorials must be made in writing and Council will provide a written response whether approved or not
2. Memorials (e.g. markers, plaques or other indicators depicting sites of personal significance) are not to present a public risk or impediment as determined by Council.
3. May only remain on the site for a period of six weeks from the date of the event and anniversary of the event unless alternative arrangements are made with Council.
4. The individual or group must remove the items at the end of the six week period, or a period negotiated with Council.
5. Any other reasonable condition considered relevant to the application (previous and/or current).
6. All costs associated with the provision and installation of the Memorial to be borne by the applicant.

4.4 Removal or Relocation of Memorials:


Memorials and monuments have a finite life; Council or its Administration cannot guarantee that any memorial or monument (including a tree or plaque) will remain at the designated site indefinitely.

Council reserves the right to remove any approved Memorial if it considers it is no longer required or appropriate (excluding Memorials from cemeteries, which is governed by the Burial and Cremations Act and Regulations). A reasonable effort will be made to contact the applicant (or their descendants as the case may be) of Council's intention to remove the Memorial to provide the applicant with a reasonable opportunity to repair, remove or relocate the Memorial.

5. DISPOSAL OF CREMATED REMAINS (ASHES)

A person must not without permission from Council, bury or inter any human or animal remains on Local Government Land. Council will allow the spreading of ashes without written permission providing that the following are observed:

- The ashes must be spread or scattered rather than being deposited on Local Government Land other than in a dedicated cemetery.
- The spreading or scattering of ashes must not be carried out at a time when the approved location is being actively used (e.g. on a football oval during a game or during a break in the game).

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6. REGISTER

A register of Memorials and plaques within the Lower Eyre Council will be kept in Council’s records management system.

7. AVAILABILITY

Copies of this policy may be purchased for the fees outlined within Council’s current Schedule of Fees & Charges. This policy is available for inspection at the Council offices during ordinary business hours or on Council’s website (www.lowereyrepeninsula.sa.gov.au) at no cost.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.0	16/09/2021	Adopted
1.1	16/08/2023	Adopted