

 City of Mount Gambier	COUNCIL POLICY MEMORIALS	Version No:	1
		Issued:	15 September 2020
		Next Review:	September 2024

1. POLICY STATEMENT

The City of Mount Gambier Memorials Policy has been developed to provide guidance in relation to the use of public open space in the placement of Memorials and excludes Carinya Gardens.

2. SCOPE

The City of Mount Gambier recognises that members of the community may wish to use public open space to commemorate a person or group of people through a Memorial, which adds to the value of the wellbeing of the community.

This Policy applies to the placement of Memorials with plaques on seating in Council parks, reserves, public open space and streetscapes or associated with a Memorial tree.

All Memorials and plaques placed on Council owned and managed land are Council assets and therefore are owned and under the care, control and management of Council.

3. PRINCIPLES

Applications

Each application will be assessed on its individual merit, firstly meeting the basic criteria and subject to the conditions within this Management Guideline. All applications for a Memorial must be received using the 'Memorials Application Form'.

All applications will be determined by the Council under delegation. Decisions will be confirmed to the applicant/s.

Memorials Criteria

All applications must meet the following criteria:

- Commitment to fund the memorial;
- The deceased was a local community member; and
- Placement of the memorial would benefit the community in acknowledging the deceased.

Design and Cost

The Council will specify the size and design of the plaque in accordance with the type of seating or tree on which it will be placed. The Council will coordinate the design and installation of the plaque.

Furniture or tree planting and plaque associated with the Memorial may be selected, including payment of the relevant fee by the applicant, from options contained in Council's Schedule of Fees and Charges as amended from time to time.

Options may be limited at certain locations e.g. in a Heritage area or other precinct with a particular streetscape or landscape design.

It should be noted that the fee represents not only the initial purchase price and installation of the Memorial, but also ongoing costs for the life of the furniture or tree and plaque.

Locality

The placement of a Memorial and Plaque on seating in Council parks, reserves, public open space and streetscapes or on memorial trees is to be determined in consultation with Council.

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Life of the Plaque

Furniture, trees and plaques have a finite life. The Council envisages that a Memorial will be located at the agreed site for a period of not less than 10 years from the date of installation.

In the case of a Memorial comprising a tree, the Memorial will be for the life of the tree.

Should a Memorial or Plaque be vandalised, weathered or worn beyond repair, or in the case of a tree is severely damaged, or disfigured or dies, it will be deemed to be at the end of its useful life.

Council reserves the right to remove a memorial at the end of its useful life or after the expiry of 10 years and will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

There will be no automatic right of renewal and an applicant/next of kin may lodge a new application and fee for any new/replacement Memorial.

4. IMPLEMENTATION

Once adopted, the Chief Executive Officer or any staff member sub-delegated will be responsible for implementing this policy. This includes advice to staff, awareness training, monitoring of adherence to the policy, media releases advising the community of documentation and drafting of complementary administrative principles.

A review of Policies and Management Guidelines shall be undertaken in accordance with timelines set out in the policy at the development stage. The review process will be initiated by the Office of the Chief Executive Officer.

5. DEFINITIONS

Local Government Land means land owned by the Council or under the Council's care, control and management.

Memorial means park furniture (i.e. park bench, seat or picnic setting) or tree designed to preserve the memory of a person or group.

Plaque means a flat metal or brass plate that includes text that commemorates an individual.

Applicant means the person/s or organisation submitting a proposal for a Memorial Plaque.


Public Open Space is defined, for the purposes of this Policy, as land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sportsgrounds, civic area and play spaces. This excludes Carinya Gardens for the purpose of this Policy.

Commemorative Tree means trees planted in honour or memory of person(s).

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au.

Copies of this Policy may also be obtained by interested members of the community upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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7. REVIEW & EVALUATION

The Council is required to review this code within 12 months after the conclusion of each periodic election. However, it may be reviewed at any other time as required by any legislative changes which may occur.

8. GRIEVANCE

Council has established procedures for the review of decisions under Section 270 of the Act for:

- Council, and its Committees;
- employees of Council and
- other persons acting on behalf of Council.

Should a person be aggrieved about a document or decision then they can lodge an application for review of that decision under the Internal Review of Council Decisions Procedure established by Council.

The procedures adopted by Council are available from the Chief Executive Officer, telephone 8721 2555 or from Council web-site www.mountgambier.sa.gov.au.

9. FURTHER INFORMATION

Further information about this Policy may be expressed in writing, addressed to:

Chief Executive Officer
City of Mount Gambier
PO Box 56
MOUNT GAMBIER
SA 5290

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File Reference:	AF18/47
Applicable Legislation:	Local Government Act 1999
Strategic Reference:	
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

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Version:	1.0
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