



DISTRICT COUNCIL OF

Streaky Bay

## Policy Document

**MEMORIAL POLICY**

Policy No: <b>DCSB-PM-16.02</b>	Version No: <b>1.0</b>	Administered by: <b>Manager Community and Economic Development Services</b>
Approved by: <b>Council</b>	Approved on: <b>20 August 2020</b>	Agenda Item/Minute Book No or Approval Ref: <b>266/20</b>
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<b>Classification:</b> Property Management		
<b>Strategic Plan link:</b> 4. Community, Culture and Recreation 4.15 Memorial Forest		
<b>References and related Policies &amp; Procedures:</b> <b>Local Government Act 1999</b>		

## 1. 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 District Council of Streaky Bay. In particular the policy will:

- ensure the design and placement of memorials and plaques is consistent with the community interest;
- ensure the placement of memorials and plaques does not result in particular locations reaching saturation point, or interfere with the intended purposes of the districts parks, gardens and open spaces;
- ensure that memorials and plaques do not impact negatively on the future maintenance expenditure of Council;
- ensure the placement of any memorials and plaques does not present a safety risk now or in the future;
- provide a compassionate and consistent approach to the placement of temporary road-side memorials;
- provide a balance between maintaining the aesthetic and emotive qualities of Community land within the District of Streaky Bay, and the community expectation that public assets can be used to celebrate, remember and reflect; and
- provide a uniform approach for dealing with requests for the installation of memorials.

## 2. Scope

The District Council of Streaky Bay recognises that members of the community may wish to use public open space's to commemorate a person or group of people through a memorial, which adds to the value and wellbeing of the community.

The District Council of Streaky Bay Memorial Policy provides guidance for the management and placement of all existing and proposed plaques and memorials (including trees) within the district whether they are in pavements or roadsides, parks, gardens, streets or any other area of Council owned or managed public open space.

## 3. Definitions

<b>Applicant/Donor -</b>	A person or group who propose the installation of a memorial and who will pay the costs of supply and installation of the memorial item/s including the plaque.
<b>Memorial or Monument -</b>	An object to commemorate a person. A memorial may be a "living thing" such as a tree or garden.
<b>Plaque –</b>	A flat tablet of metal or other durable material, which includes text and/or images that commemorate a person. Such a plaque is to be affixed to a building, object or pavement.
<b>Public Open Space –</b>	All Council owned or managed land that is open or accessible to people. Includes community land, road reserve and operation land owned by Council and any other land in Council's care, control and management.

## 4. General Criteria

- 4.1 Only one memorial may be installed for an individual within each individual settlement.

## 5. Types of Memorials

There are different types of memorials. This policy provides guidance for the installation of the following forms of memorials.

- 5.1 Memorial/Commemorative on existing picnic or planned setting, seat or bench

A small commemorative metal plaque (200mm x 50mm being standard size) for an individual, attached to an existing or planned picnic setting, seat or bench.

### 5.2 Bollard or Fencing Memorial Plaques

A small commemorative metal plaque (100mm x 100mm being standard size) for an individual attached to a timber bollard or fence post along a walkway or reserve.

### 5.3 Memorial/Commemorative Trees and Plantings

Memorial/Commemorative vegetation planted in any appropriate street, park or reserve within townships of the District Council of Streaky Bay and in accordance with Council's Tree Management Policy. The Memorial in this case includes the installation of a small ground level plaque at the base of the tree.

### 5.4 Commemorative/Memorial Plaques

Commemorative and Memorial Plaques are used to signify or commemorate an historic or significant occasion, or feature and will be considered on an individual basis.

### 5.5 Commemorative/Memorial Feature

A Commemorative/Memorial feature such as fountain, ornamental feature, sculpture or other significant or unique artwork.

5.5.2 Commemorative Memorial Features may be installed in locations highlighted within the Streaky Bay District Masterplan or in alternative locations approved by Council.

5.5.3 Any new memorial must be demonstrated to be of lasting value to the community for social, cultural, historical, educational or aesthetic reasons and add to the existing community amenity of the proposed location, within the context of the current use of the area.

### 5.6 War Memorials

A war memorial commemorates the people who served in, and died as a result of, war. War Memorials vary widely in form but all have the same intention; to remind us of those we have lost to war.

5.6.1 Wherever possible any war memorial and the remembrance of any future conflict should be made at an existing war memorial site (in consultation with the relevant Ex-Services Organisation(s)).

5.6.2 Requests for war memorials shall be approved by resolution of the District Council of Streaky Bay.

### 5.7 Roadside and Temporary Memorials

A memorial on a roadside to mark the location of a tragic incident.

5.7.1 Approval for a roadside and temporary memorial is not required;

5.7.1 Roadside Memorials must be installed in a manner to meet the following requirements.

5.7.1.1 The memorial must be placed or constructed in a way that it will not distract drivers in any way or be hazardous to any road or footpath user.

- 5.7.1.2 The memorial must be placed in a way that will not prevent appropriate maintenance of a road or road reserve.
- 5.7.1.3 The memorial must not unreasonably restrict access for utility and emergency services.
- 5.7.1.4 The location of the memorial should not detract from the amenity of the local area or impact the quality of life of adjacent landowners, property occupiers or other members of the public.
- 5.7.1.5 The memorial is initially approved for three (3) years, or until the memorial becomes unsightly whichever comes first, at which time family will be contacted about alternative memorial arrangements.
- 5.7.1.6 Memorials existing at the introduction of this policy shall have a start date of the policy date and follow the time in clause 5.7.1.5.
- 5.7.1.6 All roadside memorials not conforming with this policy will be removed.

## **6. Location**

- 6.1 All memorials shall be installed in accordance with existing and future masterplans or strategies.

## **7. Applications**

- 7.1 Applications to install a memorial will be lodged at the Council Office.
- 7.2 Applications shall be assessed against this policy, relevant legislation and Council's District Master Plan.
- 7.3 Assessment of the requested memorials shall be undertaken by Manager, Infrastructure and Civil Works.
- 7.4 Road side memorials which comply with the requirements of 4.7 do not require the submission of an application.

## **8. Costs**

All costs associated with the supply and installation of the memorial or public assets are to be borne by the applicant. Full payment is required after approval of the application and prior to the ordering of the memorial or public asset.

- 8.1 The cost of Memorials will be costed at the time of an individual request.

## **9. Maintenance**

- 9.1 Plaques and memorials will become Council assets and will be maintained by Council.
- 9.2 Plaques and donated public assets will be subject to the same level of maintenance as other infrastructure.
- 9.3 The public asset will remain in place as long as it remains in good working condition and complies with Council standards.
- 9.4 Council will not be responsible for the replacement of plaques and assets which are vandalised damaged or stolen.
- 9.5 Standard maintenance activities, such as graffiti removal will however be undertaken as required.

## **10. Removal and Lifespan**

- 10.1 Memorials have a finite life and Council cannot guarantee that a plaque will remain at the designated site for more than 10 years.
- 10.2 Should a piece of memorial park furniture be vandalised beyond repair, it will be deemed to be at the end of its useful life and the Council will use reasonable endeavours to contact the applicant/next of kin to inform them of the occurrence.
- 10.2 Council will not replace memorial furniture if it is vandalised beyond repair.
- 10.3 Should for any reason, an installed memorial become disturbed through works, either by the Council or external contractor, the memorial shall be removed at the expense of the party undertaking the works and reinstalled, if appropriate in the same location or installed in another location nearby.
- 10.4 In the case of a memorial tree, the memorial will be for the life of the tree. There will be no right to renewal and should the tree die; the applicant/ next of kin will need to lodge a new application for a new memorial tree.
- 10.5 Council will not replace memorial furniture if it is vandalised beyond repair.
- 10.6 The Council will use reasonable endeavours to contact the applicant/next of kin in the event a memorial or plaque is removed or proposed to be removed.
- 10.7 Any memorial removed will be stored by Council for 12 months awaiting collection. After this time the memorial may be disposed of.

## 11. Records

A register of Memorials and plaques within the District Council of Streaky Bay area will be kept in Council's Records Management System.

All documents relating to this Policy will be registered in Council's Record Management System and remain confidential where identified.

## 12. Review and Evaluation

This policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council its activities and programs.

## 13. Further Information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.streakbay.sa.gov.au](http://www.streakbay.sa.gov.au)

District Council of Streaky Bay  
29 Alfred Tce  
Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email  
[dcstreaky@streakybay.sa.gov.au](mailto:dcstreaky@streakybay.sa.gov.au)