

COUNCIL POLICY	
Reference Number	770915
Responsible Business Unit	Infrastructure and Environment
Responsible Officer	General Manager Infrastructure & Environment
Legislation	Local Government Act, 1999
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	Strategic Plan 2011-2015 Open Space Strategy Community Land Management Plans Council Land By-Law 2, 2010 Asset Management Plans
Link to Strategic Plan	Objective 3.3 - Improve community health, safety and well being
Council resolution	12.2
Date Adopted	27 January 2016
Review Date	2017
Previous Revisions	N/A
POLICY STATEMENT	
The Rural City of Murray Bridge Memorials Policy has been developed to provide guidance in relation to the use of public open space in the placement of memorials.	
OBJECTIVES	
This objective of this Memorials Policy is to ensure that applications for memorial plaques on seating and trees are managed on a consistent basis and in accordance with the Council's strategic direction and corporate policies.	
SCOPE	
<p>The Rural City of Murray Bridge 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.</p> <p>This Policy applies to the placement of memorial plaques on seating in Council parks, reserves, public open space and streetscapes or associated with memorial trees.</p> <p>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.</p>	
PRINCIPLES	
<p>Applications</p> <p>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 memorial must be received using the 'Memorials Application Form'.</p> <p>All applications will be determined by the Council. Decisions will be confirmed to the applicant/s.</p> <p>Memorials Criteria</p> <p>All applications must meet the following criteria:</p> <ul style="list-style-type: none"> • Commitment to fund the memorial • The deceased was a local community member • Placement of the memorial would benefit the community in acknowledging the deceased 	

Design

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

All furniture, on which Memorial plaques are to be placed, is at the discretion of Council and subject to the conditions of the Policy. All furniture must comply with Council's *Furniture Style Guide*.

Locality

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

Cost

Plaques and furniture are at cost. All other costs such as installation are as documented in the Council's Fees and Charges Register and are to be borne by the applicant/s.

Life of the Plaque

The memorial seating with a plaque has a finite life. The Council envisages that the seating/plaque will be located at the site for a period of not less than 10 years from the date of installation.

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 this.

Council reserves the right to remove a memorial if it falls into a state of disrepair or to remove a memorial after the expiry of 10 years. The Council will use reasonable endeavours to contact the applicant/next of kin.

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.

Memorial Register

Upon adoption of this Management Guideline, the Rural City of Murray Bridge will create and maintain a register of Memorials.

IMPLEMENTATION

Once adopted, the Chief Executive Officer or any staff member sub-delegated will be responsible for implementing the 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 policies or detailed management guidelines.

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 CEO.

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 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.

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