

## 1. Introduction

- 1.1 The District Council Mount Remarkable Memorial Policy provides guidance for the management and placement of all existing and proposed plaques and memorials within the townships, excluding the Cemeteries, whether they are in or on buildings or other community facilities, pavements or roadsides, parks, gardens, streets, or any other area of council owned or managed public open space.

## 2. Objectives

- 2.1 This policy aims to ensure that applications for memorial plaques are managed on a consistent basis.

## 3. Scope and Responsibilities

- 3.1 The District Council Mount Remarkable recognises that community members may wish to install memorials at various locations within the townships and supports this installation where application is made through the appropriate process and the memorial meets the following;
- 3.1.1 The proposed memorial will not commemorate a person, event, or place that is already memorialised within the city.
  - 3.1.2 The proposed memorial demonstrates cultural sensitivity and will not cause offence.
  - 3.1.3 The proposed memorial is in keeping with any existing master plan or strategy.
  - 3.1.4 The proposed memorial will not adversely impact any existing site.
  - 3.1.5 The proposed memorial will not compromise the aesthetic or cultural integrity of the site.
  - 3.1.6 The proposed memorial will not compromise either public or personal safety.
  - 3.1.7 The long-term viability and maintenance does not significantly impact Council's maintenance resources.
- 3.2 General conditions for the approval of memorials within the District:
- 3.2.1 Prior to a new memorial being considered, the Memorial Application Form must be completed by the applicant.

- 3.2.2 The type, content and location of any park infrastructure and all wording on plaques is subject to the approval from the Director Infrastructure & Regulatory or nominee
- 3.2.3 No special care or guarantee of replacement is given
- 3.2.4 Consideration will be given to the number of existing trees, plaques, and memorials in the vicinity of the proposed new memorial as part of the assessment process
- 3.2.5 The District Council Mount Remarkable will manage the planting of any trees, and the design, manufacture, and installation of any memorial/commemorative plaque.

## 4. Types of Memorials

- 4.1 Memorial/Commemorative plaque on a seat or bench
  - 4.1.1 A small commemorative metal plaque for groups or individuals, may be attached to a seat or bench as installed/designed by Council. There may be more than one plaque on any piece of furniture.
- 4.2 Memorial/Commemorative plaque on a tree and plantings
  - 4.2.1 Memorial/Commemorative tree(s) for planting in any appropriate street, park or reserve within the District townships are available based on the following:
    - Memorial/Commemorative trees can be planted in any appropriate reserve or street provided they comply with any existing master plan or planting design or street tree in accordance with Council's policy and framework.
    - Memorial plaques may be approved for this type of memorial.
- 4.3 Commemorative/memorial plaques
  - 4.3.1 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.
- 4.4 Commemorative/memorial feature
  - 4.4.1 A Commemorative/Memorial feature such as a fountain, ornamental feature, sculpture or other significant or unique artwork will be considered on an individual basis.

- 4.4.2 Any significant commemorative or memorial feature will be referred to Council for their consideration/approval.

## 4.5 War Memorials

- 4.5.1 A war memorial commemorates the people who served in and died because of war. They vary widely in form, but all have the same Information, that is to remind us of those we have lost to war.
- 4.5.2 All war memorial requests will be referred to Council for their consideration and approval in line with the following guidelines:
- 4.5.3 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)).
- 4.5.4 Any proposal to move or significantly change an existing memorial shall be considered under this Policy.

## 5. Fees & Charges

All costs are to be borne by the applicant. Any additional costs specific to the memorial must also be borne by the applicant.

## 6. Ownership and Life of the Memorial

All memorials placed on Council owned or managed land are deemed to be assets of the District Council Mount Remarkable and will be recorded in the Memorials Register and will be managed in accordance with Council's policies and procedures.

The Council will manage and maintain a memorial for the life of the asset in accordance with the relevant Asset Management Plan, after which time, determination of the future of the memorial will be at Council's discretion, which may include the relocation, removal, and/or decommissioning as required.

Where the condition of the memorial is poor or the site is no longer appropriate, Council officers will take all reasonable measures to contact the person who initiated the memorial prior to its removal or relocation.

## 7. Definitions

### 7.1 Plaque

A flat tablet of metal or other durable material and which includes text and/or images that commemorate a person, group, association, event, or occasion. Such plaque is to be affixed to a building, object, or pavement.

### 7.2 Memorial or Monument

An object such as statue, sculpture, or plaque (but not including a plaque that is affixed to a memorial seat or bench that is designed to preserve the memory of a person, group, association, physical object (such as a bridge), event or occasion.

## 8. Document administration and control

Policy title:	Memorial Policy
Policy number:	04.80
Policy type:	Council/Governance
Responsible officer:	Director Infrastructure & Regulatory
First issued / adopted:	April 2022
Review period:	Reviewed within 12 months following the conclusion of a periodic election, inline with legislative changes or by resolution of Council
Last reviewed:	March 2022, 16 May 2023 [094-2023]
Next review date:	November 2027
Version:	Version 2
Date revoked:	N/A
Applicable legislation:	N/A
Related documents:	Memorials Application Form
Public consultation required/ undertaken:	No
Availability	<p>This Policy is available for inspection at the Council office and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website <a href="http://mtr.sa.gov.au">mtr.sa.gov.au</a>.</p> <p>Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.</p>
File reference:	W:\4. Policy Manuals\Current Policy Manual

