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Classification:	<i>Memorial and Plaque Establishment Procedure</i>
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Responsible Officer(s):	<i>Manager of Infrastructure and Operations</i>
Council File Reference:	<i>Council Procedures (P)</i>
Applicable Legislation:	<i>Local Government Act 1999 Development Act 1993 Other relevant legislation</i>
Relevant Policies:	<i>Memorial and Plaque Establishment Policy</i>
Related Procedures:	<i>N/A</i>
Delegations:	<i>Berri Barmera Council Delegations Register</i>

1. Purpose

This procedure has been developed to assist residents who would like to apply to have a memorial installed in memory of a loved one.

2. Procedure Scope and Implementation

- A memorial plaque can be requested, to be attached to the backrest of an existing seat.
- A maximum of two plaques will be permitted on the same seat.
- If necessary, a new item of park infrastructure, i.e. park bench, seat, or picnic setting, can be added to the request, provided it complies with the existing or proposed design standard in the reserve.
- If the requestor pays for the item of park infrastructure, no additional plaques will be permitted on that infrastructure, apart from an additional plaque from the same requestor/family.
- The same applies for a memorial tree in any reserve provided it complies with the existing or proposed planting design in that area and is in line with Council's Tree Policy and Tree Management Framework.
- No special care or guarantee of replacement is given.
- Plaques will not accompany trees on turfed areas, however, may accompany trees within garden beds/landscaped areas.
- A request can also be made, for an etched paver to exist within a reserve if this is part of the Master Plan for a particular reserve, and if there is a designated or appropriate area for this to occur on an existing paved surface, or a paved surface has been adopted as part of Council's works program in the current financial year or next financial year. This will generally be restricted to Council's Regional or Precinct Reserves or Public Open Spaces.

- It is acknowledged that memorials may reach saturation point at locations of significance. In this instance, negotiation will need to take place with the requestor for an alternative location.
- All memorials will be maintained in accordance with Council's existing maintenance schedules.
- All costs of supply and installation of the memorial item/s including the plaque will be borne by the requestor.
- The ordering, supply and installation of memorial item/s will be undertaken by the Berri Barmera Council in consultation with the requestor.

3. Procedures and Steps

All requests for memorials must be made in writing to Manager of Infrastructure and Operations.

Requests for new memorials should include:

- The type of memorial requested.
- Where possible three (3) feasible sites/locations for consideration.
- Explanation of the significance of the sites.
- Proposed text for the plaque.
- Any other pertinent information.
- Commitment to fund the memorial.

Approval must be sought and granted prior to the installation of a memorial/plaque.

The requestor must make full payment upon approval of the request.

If the request falls outside these guidelines, and the requestor wishes to pursue the memorial, the requestor will be referred for consideration by way of a report at the next ordinary council meeting for discussion and decision.

The requestor will be informed of either outcome via letter or email.

4. Costs

All costs incorporating supply and installation of the memorial are to be borne by the requestor (refer to Fees and Charges Schedule).

Full payment is required after approval of the request and prior to the ordering of a memorial. All ordinary maintenance costs are at Council's expense; however, no additional maintenance will be undertaken outside of existing service levels.

5. Plaques

The size of plaques to be affixed to park infrastructure should fit appropriately on the furniture with the text and size of the plaque to be approved as part of the application process.

Plaques will be of a durable nature and consistent across the Council area. Options available will be dependent on location of the memorial according to reserve hierarchy and other considerations, such as exposure to the elements, i.e. coastal locations. All costs associated

with a replacement plaque needed for the memorial item will be the responsibility of the requestor.

6. Duration of a Memorial

Council cannot guarantee that a memorial will be duration preserved or remain at the site indefinitely. For park furniture or paving, the duration of the memorial will be ten years or when the infrastructure requires replacement.

At this time, Council will make every attempt to contact the original requestor as recorded in the register to discuss the possibility of a right of renewal.

If a reserve is to be redeveloped, every attempt will be made to advise the requestor or family members. The memorial will be replaced as part of the reserve redevelopment in liaison with the requestor and the design standards for the reserve.

If a memorial is removed due to reserve redevelopment and contact can be made with next of kin, the family may be offered the removed memorial seat and/or plaque.

If a memorial is part of a piece of park furniture that has been vandalised beyond repair, it will be deemed to be requiring replacement.

Council will make every attempt to contact the requestor to inform them and seek their guidance for its replacement.

If the requestor wants to renew the memorial and this is acceptable to Council, the asset and plaque (if required) will be replaced at the requestors expense.

If a memorial tree dies, the original requestor can lodge a new request for a replacement tree through the Manager of Infrastructure and Operations.

7. Maintenance, Vandalism and Replacement

The cost for the replacement of a plaque will be borne by the requestor if it needs replacement at any time.

Upon the completion of 10 years or the point at which the asset requires replacement, should the requestor wish to pay for the renewal of a 'like' piece of park furniture and all associated costs, they can discuss the replacement with Council staff and submit a new request.

Maintenance service levels in respect to memorials will be the same as other assets of a similar nature across the Council area.

8. Memorial Register

Berri Barmera Council will keep a Memorial Register, which will include location, type and detail of the memorial and contact details for next of kin.

It will be the responsibility of the requestor to update their contact details by phone or in writing to enable contact regarding the memorial if required.

9. Public Safety

The design and placement of a memorial should not present a safety risk to pedestrians, cyclists or vehicles. Council may conduct a risk assessment where public safety issues are identified.

Council reserves the right to relocate a memorial to a suitable nearby location if deemed to be a safety issue with the current location.

Every attempt will be made to do this in liaison with the requestor and the memorial register will be updated.

10. Other

In instances of existing memorials that require removal, every effort will be made to contact next of kin prior to such removal.

Replacement of the memorial will not occur if contact cannot be made with the original requestor.

Memorials should be consistent with the Community Land Management Plan for that location.

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

The requestor will be kept up to date as the request is processed.

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