

1. Rationale

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

Applicants may apply for a memorial plaque to be attached to an existing rock or the backrest of an existing timber seat. A maximum of two plaques will be permitted on the same seat.

Applicants may apply for a new rock or timber seat as set out in the application form, provided it complies with the existing or proposed design standard in the reserve. If the applicant pays for the new seat no additional plaques will be permitted on that seat, with the exception of an additional application for a plaque from the same applicant/family.

It is acknowledged that memorials may reach saturation point at particular locations. In this instance, negotiation will need to take place with the applicant 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 applicant.

The ordering, supply and installation of memorial item/s will be undertaken by the City of Marion in consultation with the applicant.

3. Definitions

Plaque	A flat bronze plate in such dimensions and form as may be determined by the Council, bearing such name or other personal details as nominated by you in the Application or otherwise approved by the Council.
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Applicant	A person or group who propose the installation of a memorial, and who will pay all costs of supply and installation of the memorial item/s, as per the application and approval.
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4. Procedure/steps

All requests for memorials must be submitted using the application form available on Council's website or by contacting Council.

Applications for new memorials should include:

- 1 The type of memorial requested
- 2 Where possible three feasible sites/locations for consideration
- 3 Proposed text for the plaque
- 4 Commitment to fund the memorial

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

The applicant must make full payment upon approval of the application.

If the application falls outside these guidelines, and the applicant wishes to pursue the memorial, the application will be referred to the Governance Department for consideration.

If the application is not approved, the reason will be communicated to the applicant.

5. Costs

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

Full payment is required after approval of the application 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.

6. Plaques

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 applicant/requestor.

The text and size of the plaque is to be approved as part of the application process.

7. Duration of a memorial

Council cannot guarantee that a memorial will be preserved or remain at the site indefinitely. For park furniture the duration of the memorial will be 10 years or when the infrastructure requires replacement. At this time, Council will make every attempt to contact the original applicant 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 applicant or family members. The memorial will be replaced as part of the reserve redevelopment in liaison with the applicant 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 require replacement. Council will make every attempt to contact the applicant to inform them and seek their guidance for its replacement. If the applicant wants to renew the memorial and this is acceptable to Council, the asset and plaque (if required) will be replaced at the applicant's expense.

8. Maintenance/vandalism/replacement

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

Upon the completion of 10 years or the point at which the asset requires

replacement, should the applicant wish to pay for the renewal of a 'like' item and all associated costs, they can discuss the replacement with Council staff and submit a new application.

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

9. Memorial register

The City of Marion will keep a Memorial Register, which will include location, type and details of the memorial and contact details for the applicant.

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

10. 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 where there is deemed to be a safety issue with the current location. Every attempt will be made to do this in liaison with the applicant and the memorial register will be updated.

11. Other

In instances of existing memorials that require removal, every effort will be made to contact the applicant prior to such removal. Replacement of the memorial will not occur if contact cannot be made with the applicant.

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 applicant will be kept up to date as the application is processed.

12. References

- [Fees and Charges Schedule 2024 2025 Published.xlsx](#)
- [Memorial Application | City of Marion](#)

13. Review and evaluation

The procedure will be reviewed every four years (or earlier if deemed necessary) and will be administered by the Open Space Operations team.