

Memorials on Council Land Policy

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| Policy Reference Number | 1258759 |
| Responsible Department | Corporate Services |
| Related Policies | Asset Management |
| Related Plans | Community Land Management Plan; Community Cemeteries Policy |
| Related Procedures | Nil |
| Date of Initial Adoption | 3 July 2012 |
| Last Reviewed by Council | adopted 16 May 2023 |

1. Purpose

The purpose of this Policy is to provide appropriate opportunities and response to public requests to install memorials on Council land (that is, land owned by or under Council's care, control or management).

2. Introduction

From time to time, Council is approached by family and friends of long term local residents seeking to install a permanent memorial on Council land.

3. Power to Make the Policy

Council's By-Law No. 4 'Local Government Land' provides for the management and regulation of the use of and access to Council Land (other than streets and roads), including the prohibition and regulation of particular activities on such land.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Enhancing our Assets (Goal 3)

5. Principles

Council's reserves are principally provided as locations that provide the user with an aesthetically appealing appearance and positive experience.

Council recognises the variant public opinions regarding installation of memorial plaques in the City to acknowledge residents who are now deceased.

Council will facilitate the installation of memorial plaques, benches or infrastructure to memorialise deceased former residents and Employees of the City of Campbelltown but will not encourage their placement.

Memorials should not be detrimental to the amenity of Council land and must be approved by Council.

6. Definitions

Recognised association means an association by:

- Residency within the City of Campbelltown for a period of at least 20 years; or
- Where a person was deceased before turning 21, residency within the City of Campbelltown for the majority of the person's life; or
- Contribution to a local social, cultural, sports or community group for a period of at least 10 years; or
- Contribution to 3 or more community sectors locally (sport, education, business, arts, culture, youth, older persons, etc) for a period of at least 5 years.
- Employees that have been employed by the Council for 20 years or more.

City means the City of Campbelltown.

Bench means a bench seat within a Council reserve that has approved memorial plaques placed upon it.

Memorial means a bench or infrastructure holding memorial plaques.

Memorial plaque means an approved plaque memorialising a deceased person that meets Council's standard design specifications and requirements.

Infrastructure means for the purpose of this Policy a public infrastructure or facilities donated to the City of Campbelltown for use as a public memorial (such as a water bubbler, picnic setting, flag pole, barbeque, rubbish bin, light post, fence or similar).

7. Policy

7.1 Council will provide opportunities for deceased persons to be memorialised in the City of Campbelltown through the use of memorial plaques, benches or other infrastructure in approved Council reserves.

7.1.1 All benches or infrastructure used for the purpose of a memorial will meet Council's specifications, incorporate a memorial plaque and be at the applicant's expense.

7.1.2 A Memorial Plaque Register will be maintained by Employees administering this Policy.

7.1.3 The Chief Executive Officer (or nominee) will approve the location of memorials within Council reserves after giving consideration to:

- the location requested by the applicant; and
- whether the location is operationally suitable; and

- after ensuring that the memorial will not detract from the amenity of the location for all users.

Council reserves the right to move or remove memorial benches and infrastructure as required for operational reasons or if a site significantly changes.

7.1.4 Roads and road reserves will not be permitted to be used for memorials.

7.1.5 Flowers, vegetation, crosses, pictures, and other memorabilia are prohibited from being left on or near memorials and will be removed by Employees as appropriate.

7.1.6 The City of Campbelltown will not permit the burial or internment of a deceased person or animal on Council land (except in authorised facilities within Council Cemeteries).

7.1.7 The spreading of ashes on Council land is permitted provided the activity is undertaken respectfully and with consideration of other Council land users.

No records will be maintained of this activity and the spreading of ashes in an area will not provide a reason to impede future development or use of the land by Council or another user.

7.2 The Chief Executive Officer (or nominee) will provide permission for approved applicants to memorialise a deceased person with recognised association with the City of Campbelltown.

7.2.1 Memorials to deceased persons already memorialised in the City of Campbelltown will not be approved without resolution of Council. That is, where a facility, reserve, street, etc is named after a deceased person, the capacity for further memorials to that person can only be approved by Council.

7.2.2 The wording on a memorial plaque will not be approved where in the opinion of the Chief Executive Officer (or nominee) it is considered offensive (or has the potential to offend).

7.3 Council will maintain approved memorials to the same service level as other Council infrastructure of a similar nature. Council retains the right to temporarily remove a memorial plaque, bench or infrastructure for maintenance purposes.

7.4 Any objection or complaint from reserve users regarding any aspect of a memorial, including the activity of visitors to the memorial, will be considered by the Chief Executive Officer (or nominee), and if necessary the memorial may be relocated or removed.

7.5 Where a memorial or memorial plaque is damaged or stolen, Council will replace or repair it where possible.

7.6 Council reserves the right to remove deteriorated benches or infrastructure. Where possible, memorial plaques will be transferred to replacement benches or infrastructure.

7.7 Memorial plaques will be removed after 20 years (unless a renewal application is applied for) and transferred to Council's historical collection.

7.8 Plaques transferred to Council's historical collection may be returned at any time to the approved applicant (or descendants of the deceased person memorialised), or destroyed after a period of 5 years.

7.9 Employees will provide guidance to applicants to support awareness of:

- Approvals processes
- Potential location for installation
- Memorial specifications
- Plaque inscription restrictions
- Maintenance and longevity

Plaques will contain wording only. Photographs, logos, symbols, etc will not be approved.

7.10 Approved applicants will be required to pay the fee prescribed in Council's Fees and Charges Schedule before Council supplies and installs a memorial within the City.

8. Review & Evaluation

This Policy will be reviewed annually. The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

9. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.