



<b>Name</b>	<b>Memorials</b>
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<b>Responsible Section</b>	Community Development
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<b>Applicable Legislation</b>	Local Government Act 1999 Burial and Cremation Act 2013
<b>Related Governance Documents</b>	Council – Public Art Policy Council – Street Naming Policy Open Space Strategy Placemaking Model Arts and Culture Strategy 2020-2025 Department for Infrastructure and Transport, Operational Instruction – <a href="#">Roadside Memorials</a>
<b>City Plan Theme</b>	Community Leadership

## PURPOSE/OBJECTIVE

Memorials are an important part of every culture. They allow us to remember loved ones or important public figures in our community. They can be a bridge between past and present generations, serve as a record of genealogy, provide opportunities for a long-lasting tribute to a life well lived, or be a place for reflection and remembrance.

The City of Port Adelaide Enfield recognises that people may wish to commemorate loved ones or those that have made a significant contribution to their club, group or community by establishing a memorial, hosting a funeral or memorial service, or scattering their ashes on land owned or vested to the City of Port Adelaide Enfield. Sometimes, there is a desire to install a monument – such as a sculpture or statue. These guidelines will help you understand what’s involved. They should be read in conjunction with the Memorial Policy, which is available on Council’s website.

### *What do I need to know?*

Memorials for individuals will generally be limited to plaques, memorial trees or inscriptions on sculptures or other public art designed for this purpose.

Applications to install a monument will generally be limited to a person, group of persons or event that has broad and lasting significance to the wider community or region.

For simplicity, the term 'memorial' is generally used throughout these guidelines to refer to memorials and monuments.

Memorials will be erected or installed not less than one year after a person's death. Applications can be made prior to this date where the intent is to erect or install the memorial on or after the first anniversary of the person's death.

Memorials will be limited to deceased persons, groups or significant events connected with the City of Port Adelaide Enfield. Such a connection may be established as a result of:

- Having lived, worked or spent a reasonable period of time in the City;
- Having made a significant contribution to the social, political or economic life of the City; or
- A significant event, anniversary of an event or other reason relevant to the site or location.

In the case of infants, children or young people the connection may relate to their parents, cultural kinship or other immediate family members.

Applications for memorials are likely to be refused where:

- there is an overt religious or political affiliation;
- there is undue promotion of a business or sponsor;
- the proposed plaque, memorial or monument is considered offensive or has the potential to offend;
- objections are raised by family members of the deceased person or close associates, government agencies or other statutory organisations;
- a memorial to the person, group, event or occasion already exists in the City (unless there are exceptional circumstances); or
- the application is inconsistent with the Memorial Policy or Guidelines.

The design, construction and installation of memorials must have regard to:

- the need for such items to withstand long-term exposure to the natural elements;
- the potential for vandalism;
- the costs of maintaining such items and who should be responsible for such costs;
- the need to be commensurate with existing memorials for similar purposes in the same or other locations across the City; and
- in the case of plaques, the type of seating, plinth, wall or other infrastructure which the plaque is being attached to.

## Memorial Plaques

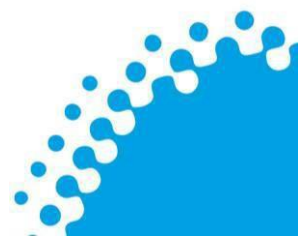
Memorial Plaques are generally installed on street furniture (eg. park benches) or on a small concrete plinth adjacent to a tree. Other locations will be considered on request.

The following dimensions and materials apply to plaques:

- Plaques on street furniture will be limited to 140mm x 200mm
- Plaques on concrete plinths installed adjacent to memorial trees or other locations will be limited to 200mm x 300mm

Plaques should be made of aluminium, bronze or another a suitable material.

Once your memorial application is approved and all fees have been paid Council will purchase and install any street furniture or concrete plinth required. Applicants will be responsible for arranging for the plaque and providing this to Council for installation. A list of suggested suppliers can be provided on request.



Where a plaque has been installed and a partner or child of the first named individual dies, the plaque may be removed, and a second name added to the replacement plaque. Council will install the replacement plaque at no additional cost, provided it is possible to do so without replacing the structure or plinth to which it is affixed.

## **Memorial Trees**

Applications for Memorial Trees must be made, and approval granted prior to the planting of a tree. Trees may be accompanied by a memorial plaque.

Tree species and planting locations must be approved by Council prior to any planting occurring.

If you do not wish to provide the tree, do not have a tree to donate, or Council deems the tree to be unsuitable, Council will offer you an alternative selection of tree species to consider.

### ***How much does a Memorial cost?***

Plaques range in cost from \$100 - \$1,000 depending on the size, materials, amount of text and other supplier charges. Plaques are organized directly with the supplier and costs paid to them. The finished plaque is then provided to Council to install.

The cost of a Memorial Tree is around \$540, excluding the cost of the plaque. The fee includes the purchase, planting and establishment of the tree and the plinth on which the plaque is installed.

Street furniture such as bench seats range in cost between \$1,500 - \$3,500, excluding the cost of the plaque. This includes purchase, supply and installation and the costs to attach the plaque. This fee will still apply where a bench or piece of infrastructure already exists, as the funds are used to refurbish, or replace the item, or to install another equivalent piece of street furniture at another location.

Wherever possible, Council's preference will be to utilize or replace existing Council infrastructure, including seats rather than installing a new item.

Monuments costs will be dependent on the design, size, scale, materials and installation requirements (including for example any footings required). All costs associated with a monument will be the responsibility of the applicant.

Applicants are responsible for all costs associated with the design, construction, supply and installation of a memorial or monument. All costs must be paid in full prior to any commencement of works.

### ***How do I apply?***

An application form is available from [www.cityofpae.sa.gov.au/memorials](http://www.cityofpae.sa.gov.au/memorials)

To complete your application, you will need to have considered your preferred location, budget, memorial type, and the material, size and design of your plaque.

For monuments, full design specifications and evidence of community consultation will be required before a final decision is made. Because each monument is different here is no application form and instead you should contact Council's Community Development Manager to discuss your proposal.

We encourage you to speak with staff if you need further information, guidance or support to complete your application. We can assist with access to computers and the internet if required.

### ***Where can memorial be placed?***

If you have a preferred location, please contact us to discuss.

Many areas of the City are not appropriate for new memorials or monuments and some areas have become saturated with memorials. We may not be able to provide you with your first preference of location. Where this is the case, we will talk with you about alternative options.

Applications for memorials in the following locations are only being considered in exceptional circumstances:

- Semaphore Foreshore (between Bower Road and Walcot Street);
- Largs Bay Foreshore (between Walcot Street and Strathfield Terrace).

In deciding if a location is suitable for a memorial we will consider the intended purpose of the open space, existing art works, landscape features, pre-existing memorials and monuments, and the enjoyment of persons using that space.

We encourage you to consider all possible locations (including a cemetery or privately owned land) or other forms of memorial (such as a gift or award in the person's name, or an online/digital memorial) alongside Council owned and managed spaces.

### ***How will my application be assessed?***

Applications for memorials (including plaques and trees) will be assessed and decided by Council's Memorials Panel. The panel is comprised of senior staff with relevant experience.

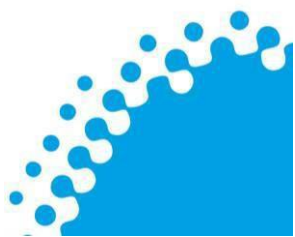
Applications for monuments will be assessed by the Memorial Panel and if they meet the criteria a report will be prepared for Council to consider and make a decision about whether or not to approve the proposed monument.

Memorials will be assessed against the following criteria:

- The individual (or their family in the case of a young person) had a connection to the City of Port Adelaide Enfield;
- The application form has been completed in full;
- The proposed plaque meets the size, text, design and material requirements;
- The Panel has satisfied itself that there are no known objections or reasons as to why the memorial should not be approved;
- The applicant has understood and agreed to all fees and charges;
- The request complies with the Memorial Policy and Guidelines.

Monuments will be assessed against following criteria:

- The individual, group, event, or occasion must be unique to the region's history and development or otherwise of significance to the civic, cultural or political life of the City of Port Adelaide Enfield and/or the state of South Australia;
- Community amenity will be enhanced by the monument within the context of the current use of the area;
- The applicant/s can demonstrate strong community support for the monument through community engagement processes; and
- Funding has been identified for the monument.



Council may provide in principle support, subject to approval of the final design at a later date.

Applicants are advised to seek final approval prior to any works commencing. Failure to do so may lead to Council's refusal to accept the memorial or monument being placed on Council land.

### ***How long will it take to assess my application?***

Applications for plaques and those being assessed by the Memorials Panel may take up to four weeks. Where this is going to take longer, we will let you know.

Applications for monuments may take much longer to assess. You will generally be required to provide all details of the proposal monument and to demonstrate that you have undertaken community consultation and have broad support for the monument, its design and proposed location. The Memorial Panel must first consider your application and then prepare a report to Council for decision. This may process may take two to three months.

### ***How long is my approval valid?***

If your application is successful, approval for your memorial (including monuments) will be valid for one year. If after this time you have not been able to pay for the costs associated with your application, your approval will lapse, and you will need to reapply. Please be aware that your original location may no longer be available.

### ***Will my Memorial be removed?***

Memorials have a finite life and while reasonable efforts are made to extend their life, Council cannot guarantee that any memorial or monument (including a tree or plaque) will remain at the designated site indefinitely.

Council, in its absolute discretion, reserves the right to remove any memorial it considers:

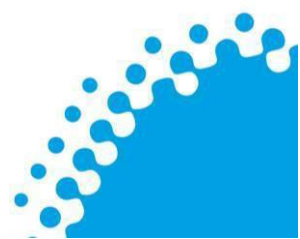
- No longer meets community expectations or standards;
- Is not appropriate or required;
- Is the subject of damage or graffiti;
- Is located on a site where the intended use has or will significantly alter; or
- Poses a risk to community safety.

In accordance with the Memorial Policy and Guidelines such decisions will be made by a resolution of Council in the case of monuments or by the Memorials Panel in the case of individual memorials.

Where a memorial (including a monument) poses an unacceptable risk to public safety it will be removed immediately and reasonable efforts will be made to contact the applicant after its removal.

In all other instances, reasonable efforts will be made to contact the applicant prior to the Memorial being removed and one or more of the following options will be offered:

- Repair the memorial or monument at the applicant's cost;
- Relocate the plaque, memorial or monument to an appropriate alternative site. Costs of relocation will need to be borne by the applicant; and/or
- Remove and dispose of the memorial or monument. Any postage, courier or shipping costs must be borne by the applicant.



## Roadside Memorials

Temporary and roadside memorials generally arise spontaneously as a result of tragic circumstances. Council or its Administration will not unreasonably prevent the installation of such memorials, however a temporary or roadside memorial should be regarded as temporary and not be located in a position where it will:

- Distract drivers' attention from the driving task or interfere with the role of any traffic control item;
- Be hazardous to passing traffic, pedestrians or prevent appropriate repair and maintenance of the road reserve; or
- Be unable to be accessed safely by those wishing to visit the memorial.
- Be constructed of material or installed such in a way that will cause injury if struck by a vehicle; or
- Contain materials that pollute or damage the environment. Natural flowers and biodegradable materials should be considered.

No definitive timeframe for the removal of such memorials has been set, however:

- Memorials which fall into a state of disrepair, begin to disintegrate or otherwise become unkempt will be removed and disposed of; and
- Those wishing to create a more permanent memorial are encouraged to contact Council to discuss available options.

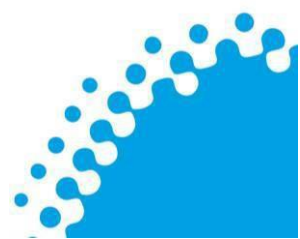
Objections or complaints from residents or from road users regarding any aspect of a temporary and roadside memorial, including the activity of visitors to the memorial, will be carefully considered and if necessary the memorial will be relocated nearby or removed. Reasonable efforts will be made to contact the next of kin or person/s responsible for the memorial and advise them of the need to relocate or remove the memorial, however this may not always be possible.

## Funerals, Memorial Services and Scattering of Ashes

Council recognises the increasing desire of community members to hold a funeral, memorial or other service commemorating an individual's life in a public space, such as a reserve, hall, beach or foreshore area.

Applications may be made to host funeral, memorial or other such service on land owned by Council. This includes Council owned facilities, such as halls. Such requests will not unreasonably be denied; however applicants are expected to:

- Complete a booking and/or permit application and pay any fees, bond or other charges associated with use of the space;
- Adhere to all conditions associated with the hire of the space for this purpose;
- Comply with all requirements of the *Burial and Cremation Act 2013* and associated regulations;
- Choose sites, days and times which minimise impact on other users of the space; and
- take reasonable measures to:
  - advise members of the public using the space that a funeral or service is in progress, so as not to cause embarrassment or discomfort to any party;
  - protect the privacy of those attending the funeral or service; and
  - arrange the event site so as to minimise the extent to which members of the public not involved in the funeral have a direct line of sight to any casket, grieving family members/friends, or matters which may unduly cause distress or embarrassment to any party.



Following a person's cremation, scattering of their ashes may be permitted at appropriate public spaces within the City, however it is recommended that Council staff be contacted for advice in the first instance. For some sites or events associated with the scattering of ashes, a booking may need to be made and/or a permit issued.

Burials are not permitted outside of cemeteries unless approved by Council and the relevant government authorities. All requests must comply with all the requirements of the *Burial and Cremation Act 2013*.

### **What else do I need to know?**

- We cannot assess any application that relates to a Department for Infrastructure and Transport road or location not owned by Council.
- Applications that relate to a plaque associated with historical markers, heritage recognition programs, and public art (unless expressly for memorial purposes) are not covered by the Memorial Policy or Guidelines.
- Depending on the type of memorial you wish to install we may ask you to enter into an agreement with us.
- Approval for a memorial does not include or extend to the placement of photos, flowers, memorabilia or other material adjacent to, on or in the vicinity of the memorial. In the case of monuments, flowers or wreaths may be laid at appropriate commemorative days (eg. ANZAC Day or Remembrance Day).

### **Who can I talk to?**

For general enquiries and pricing information, please contact the Community Assets Support Officer

To discuss a proposed monument, please contact the Community Development Manager

For all other questions or advice you can reach us on 8405 6600 or email [service@cityofpae.sa.gov.au](mailto:service@cityofpae.sa.gov.au)

