

We are
GENUINE

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

We will
LISTEN

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

We are
CARING

Showing respect, compassion and empathy and being supportive of each other and our community.

We will be
INNOVATIVE

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

We are
UNITED

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

We will aim for
EXCELLENCE

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.



4. Scope

- 4.1 This policy covers all proposed memorials and monuments on local government land and roads in the district.
- 4.2 This policy covers all temporary memorials or roadside vigils on local government land and roads in the district.
- 4.3 The policy does not cover signage, display boards, banners, memorial seats or benches or public art works.

5. Definitions

5.1 Local Government Land

Land owned by a Council or under Council's care, control and management. (Section 4 of the *Local Government Act 1999*)

5.2 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.

5.3 Memorial or Monument

An object such as a statue, sculpture or plaque (but not including a plaque that is affixed to a memorial seat or bench, no larger than 150cm x 75cm), that is designed to preserve the memory of a person, group, association, physical object (such as a bridge), event or occasion.

5.4 Road

For the purposes of this policy, the definition of "road" is as per section 4 of the *Local Government Act 1999*, being;

"a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes -

- (a) a bridge, viaduct or subway; or
- (b) an alley, laneway or walkway."

5.5 Temporary Memorial/ Roadside Vigil

A memorial which is installed on an ad hoc basis by private individuals in response to a tragic event, and which is not intended to be a long term or permanent fixture.

5.6 Applicant

A person or group which proposes the creation or installation of a memorial. They will be responsible for the financial support of the memorial.

6. **Policy Statement - Permanent Memorials and Monuments**

6.1 Approval from Council

6.1.1 Council recognises the sensitivity of an application for a permanent memorial or monument and understands that often the intention is to honour a person or event that was special to them. An application for installation of a memorial or monument will be considered by Council to commemorate;

6.1.1.1 An individual who was, or is, a member of the District Council of Loxton Waikerie community and made a significant contribution to the cultural, political, or social life of the community, or

6.1.1.2 An incorporated body or group which has made a significant contribution to the cultural, political, sporting, or social life of the District Council of Loxton Waikerie community, or

6.1.1.3 A place or an historical event or anniversary of local, state, or national significance.

6.1.2 Memorials and monuments should be consistent with the Community Land Management Plan for the location.

6.1.3 Memorials and monuments should be in keeping with the aesthetic appeal and functionality of the location.

6.1.4 Alterations to, or replacement of, an existing memorial or monument must comply with the policy.

6.1.5 Council must formally endorse the installation and/or naming of a memorial or monument prior to its placement by way of a resolution of Council.

6.1.5.1 In all instances, the applicant will be contacted by a Council officer to confirm the details of the application before a memorial or monument will be presented to the Council for consideration and also advised of the meeting date.

6.1.5.2 Memorials and Monuments which have been installed without Council approval may be removed by Council.

- 6.1.6 Any existing memorial or monument cannot be taken as a precedent for future approvals.
 - 6.1.7 The Council has the right to refuse any application for a memorial or monument on local government land or roads.
 - 6.1.8 Only in exceptional circumstances will a new memorial or monument be approved to commemorate the same person, event, or organisation for which there already exists a memorial in the council area.
 - 6.1.9 Prior ownership of the land on which the memorial or monument is to be installed is not by itself sufficient reason to apply the owner's name to the site.
 - 6.1.10 A memorial or monument must be developed in line with this policy and any of the conditions specified by Council at the point of approval.
 - 6.1.11 The placement of the Memorial or Monument is at the discretion of Council and regard will be given to public safety, the object and any maintenance considerations.
- 6.2 Public Safety
- 6.2.1 The design and/or placement of a memorial or monument should not present a safety risk to pedestrians, cyclists or vehicles
 - 6.2.2 Council may conduct a risk assessment where public safety issues are identified. This will be completed in accordance with legislative requirements and any applicable Australian Standards.
- 6.3 Register of Memorials and Monuments
- 6.3.1 Council will maintain a Register of Memorials and Monuments that have been approved by Council, which fall within the scope of this policy.
- 6.4 Maintenance of a Memorial or Monument
- 6.4.1 Council cannot guarantee that a memorial or monument will be preserved or remain at a site indefinitely. However, in the event of an alteration or relocation of a memorial or monument, every effort will be made to contact the original applicant or organisation recorded in the Register.
 - 6.4.1.1 The new location of an existing memorial or monument will be as aesthetically appealing and appropriate for the type of memorial or monument as the original location in accordance with legislation.
 - 6.4.1.2 Council will attempt to consult other stakeholders when altering, removing or relocating a memorial or monument where appropriate with consideration to the principles of the Community Engagement Policy
 - 6.4.1.3 In the event that a memorial or monument has not been maintained by the applicant as specified within the conditions of approval or when changing circumstances may mean that its existing location compromises public safety, Council reserves the right to remove a memorial or monument if it falls into disrepair.

6.4.2 While reasonable effort will be made to maintain memorials and monuments where Council has agreed to be responsible, the estimated lifespan of objects is ten (10) years unless otherwise specified.

6.4.2.1 If a memorial or monument needs replacing within that time, costs will be borne by the applicant or organisation recorded in the Register.

6.4.2.2 Council reserves the right to decide to remove a memorial or monument after the expiry of ten (10) years, subject to the condition of the original memorial or monument approval and after consultation with the applicant or organisation recorded in the Register.

6.4.2.3 Council will endeavour to contact the applicant at its most recently notified postal address and will allow up to 28 days for a response unless there is a risk to public safety.

6.4.3 Unless otherwise agreed, the applicant will be required to pay for the design, manufacture, and installation of the memorial or monument to Council's specifications.

6.4.3.1 Repair or replacement of the memorial or monument as a result of vandalism or theft is at the applicant's cost.

6.4.4 Council may consider contributing funds to the establishment of a memorial or monument when there is a clear demonstration of the community significance and civic involvement of the proposal. In this instance, Council will specify its proposed financial contribution in the original approval.

7. Policy Statement - Temporary Memorials or Roadside Vigils

7.1 Council understands that families who have lost a loved one due to a tragic event often feel that a temporary memorial or a roadside vigil assists in their mourning and grieving process.

7.2 An individual or group wishing to install a temporary memorial or roadside vigil on local government land and roads must acknowledge that the roadside memorial or vigil:

- is temporary in nature
- must not present a public risk or impediment to other road users or authorities
- must be maintained by that individual or group
- will be permitted to remain on the site at the sole discretion of Council

7.3 Council may decide in certain circumstances to exercise its powers under the *Road Traffic Act 1961* and remove the objects.

7.3.1 The removal of temporary memorials is an indication that no further placement of memorial items will be allowed at that location.

7.3.2 If the owner of the items is able to be identified, Council will attempt to contact and return these objects where possible.

7.3.3 Removal of temporary memorials is at the discretion of Council in order to maintain public safety.

8. Availability

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website: www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

9. Document history and version control

Date	Version	Authorisation - Council/ Committee/ Senior Management Team	Amendment Details
20/04/2018	1.9	Council meeting 20 April 2018	First version of this policy

Check list to consider when managing a spontaneous memorial

1. Talk to the bereaved family, they may have particular wishes about what should happen and when. If possible their wishes should be met.
2. The weather may influence timing for example; wet weather may damage some of the tributes.
3. The people who have left tributes need to also be considered as they are grieving. If anything is being planned they need to be told sensitively what will happen and when it will happen. (media release)
4. At some previous memorials the dismantling process was turned into a ceremony and memorial service for the deceased person/s.
5. The dismantling process needs to be considered carefully:
 - a) Does the family want to do it? (are there any traffic management or other issues to consider?)
 - b) Arrange for Council, Emergency Services, Australia Red Cross personnel (in uniform) to respectfully move each tribute, carefully placing it in a trailer for example.
6. Flowers can be sent to a local hospital or home for the aged or they can be mulched and used on a special garden. The family may have some wishes about this.
7. Cards, vases or similar can be:
 - a) Given to the family
 - b) Photographed and digitalised and placed into a memorial book with a copy to the bereaved and a copy for the library so that people can see it later.
8. The major thing to remember is that people are hurting and this is not just the bereaved family. Because the death was reported widely it impacts on everyone. In particular people can feel as if the basis for their everyday lives has shifted and they are no longer safe. For some, such as those who have suffered previous trauma, this could have a lasting impact.
9. Children can find an event such as this particularly frightening. Schools can be important in helping children come to terms with terror incidents.
10. It may be useful to alert local mental health or counselling services (e.g. Red Cross who have some experience with these incidents) about the possible need for assistance to local residents.

In the instance where there may be a memorial after a suicide of a young person care should be exercised and advice sought, caution is advised as there is research that sensationalised media coverage could contribute to copy-cat deaths.

