



COUNCIL POLICY

Memorial Plaques

Policy Number:	PO096		
Strategic Plan Goal:	4. Community Engaged and Supported		
Policy Owner:	Director Assets and Infrastructure Services	Record Number:	16/14143[v5]
Responsible Officer:	Operations Manager	Minute Reference:	282/2025
Date Adopted:	08/10/2025	Next Review Date:	July 2030

1. POLICY OBJECTIVES

To ensure a consistent approach is maintained in relation to the appearance and content of memorial plaques outside of designated burial areas.

2. SCOPE

This policy applies to all requests for memorial plaques outside of designated burial areas (i.e. cemeteries).

3. DEFINITIONS

Refer to Attachment 1.

4. POLICY STATEMENT

All requests for memorial plaques outside of a designated burial area shall be considered by the Operations Manager prior to formal approval or refusal being provided to the applicant.

Upon receipt of the Memorial Plaque Application (SF208) for the installation of a memorial plaque outside of a designated burial area, the following criteria will form the basis of Council's assessment:

- Evidence is enclosed of support for the placement of the plaque and host structure by the relevant Progress Association.
- If a suitable structure is not already in place, one must be purchased from Council. Structure and plaque costs will be invoiced by Council and paid for by the applicant, prior to ordering of either.
- The location of the plaque will not interfere with public amenity.
- All costs, including future maintenance costs, are to be met by the person(s) making the request.

Any request that is deemed reasonable by the Operations Manager but does not meet the criteria listed above shall be presented to Council for consideration.

Once approved the location of all memorial plaques are to be entered into Council's Memorial Bench Register (R057).

5. COMPLAINTS

Complaints regarding the placement of memorial plaques outside of designated burial areas can be made in writing to the Operations Manager.

6. REVIEW

This policy will be reviewed every five (5) years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Training needs will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

SF208 Application for Memorial Plaque

R057 Memorial Bench Register

10. REFERENCES AND LEGISLATION

Local Government Act 1999

11. COUNCIL DELEGATION

Any applicable delegation are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

12. VERSION HISTORY

Version No	Issue Date	Description of Change
1	09/06/2004	New Policy
2	08/06/2010	Minor Revision.
3	13/03/2013	Minor Revision.
4	13/06/2018	Minor Revision.
5	08/10/2025	Minor Revision Changed Responsible Officer from Director of Asset & Infrastructure Services to Operations Manager.

ATTACHMENT 1: DEFINITIONS

Term/Reference	Definition
Designated Burial Area	An established cemetery or approved natural burial ground
Host Structure	Structure to affix a plaque to (e.g. bench seat, table, rock or plaque holder)