

Memorial plaques and public donation of park furniture or trees policy

Classification:

Date Approved: December 2013

Policy Status: EMT Approved

Policy #:

Responsible Service Unit: Parks and Recreation

This policy is part of a set of policies adopted by Council or the Executive Management Team (EMT).

Policy documents are intended primarily for use by Councillors and Council Officers and they form a basis for Council staff to administer the municipality with the maximum amount of delegation.

New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Bank by Corporate Support Administration following the approval of the policy by Council or the EMT.

Commercial In Confidence (c)

1. POLICY TITLE

Memorial plaques and public donation of park furniture or trees policy

2. PURPOSE

Council receives requests from the community to install private memorial plaques in Council reserves. Often these requests are associated with the offer to donate an item of park furniture or a tree. This policy provides clarity to the community by describing the situations where Council may accept such a donation and the associated display of a memorial plaque.

3. POLICY STATEMENT

A non-Council initiated memorial plaque will not be permitted in a Council owned or managed Reserve unless the plaque is associated with a donated item of park furniture.

Council initiated commemorative plaques for a Council sponsored event, or the commemoration of a notable person require the written approval of the Chief Executive.

The donation of park furniture will be limited to a standard Council park seat or picnic table setting and must meet the following criteria:

- There is an identified need for the furniture in the location selected that is either replacing old furniture or is new furniture in a location consistent with the relevant reserve Management Plan or Development Plan.
- The donation covers the full cost of purchasing the furniture, installing the furniture (including under-surfacing if required), plaque installation (if required) and maintenance. The plaque design and manufacture cost will be paid directly by the applicant.
- Written approval of the Manager Parks and Recreation via a letter of agreement also signed by the applicant.

The donation of trees will be limited to species that are consistent with a reserve's landscape character and environmental values and must meet the following criteria:

- There is an identified need for the trees in the location selected and the location is consistent with the relevant reserve Management Plan or Development Plan.
- The tree species is consistent with the landscape character and environmental value of the reserve and must meet Council's standard for species selection for the particular reserve.
- The donation covers the full cost of purchasing the tree, planting the tree (including tree guards, matting and mulch if required).
- A private memorial plaque will not be permitted for a donated tree.
- Written approval of the Manager Parks and Recreation.

The size of a memorial plaque will be a maximum of 100mm x 50mm and be manufactured of durable metal plate. The plaque shall only include text (no photos or emblems). The text is to be in English and approved by Council.

Council will maintain the donated furniture or tree to the same standard as equivalent Council furniture or trees. Council will not be responsible for ensuring the replacement of the tree or furniture at the end of its useful life. Council will not be responsible for replacement of lost or damaged memorial plaques.

4. SCOPE OF POLICY

This policy applies to any members of the public interested in commemorating a deceased friend or family member through the donation of an item of park furniture or a tree in a Council managed open space reserve. The deceased person must have been a Manningham resident for at least five years.

5. RESPONSIBILITY

Manager, Parks and Recreation

6. DEFINITIONS

Memorial plaque: A small (max 100mm x 50mm) metal plate containing brief text about a deceased person and the donation of the piece of furniture (if desired) that is rebated and fixed into the timber of a standard Council seat or picnic table.

7. RELATED POLICIES, LEGISLATION, PROCEDURES, ETC

- **RELATED POLICIES**

ORG4.2 Commemorative Plaques.

- **RELATED LEGISLATION**

N/A

- **ACTION PLANS**

N/A

- **GUIDELINES**

N/A

- **SUPPORTING RESEARCH AND ANALYSIS**

A small number of requests (less than 10) are received each year in regard to the installation of private memorial plaques in reserves and the donation of parks furniture and trees with private memorial plaques. In past years permission was occasionally given for donated seats with private memorial plaques, however, the advice provided to the community does not appear to have been consistent. In recent years the resident requests have generally been refused as no clear policy existed. The donation to Council of standard park furniture in locations where it is required is a benefit to the community. Small memorial plaques can be unobtrusively rebated into the timber of a park seat or picnic table.

8. AUTHORISATION

Approval Authority:	EMT	
Approval Date:	December 2013	Item #
Review Date:	December 2013	
Policy Owner:	Manager Parks and Recreation	
Policy Author:	Manager Economic and Environmental Planning	
