

POL	INSTALLATION OF PRIVATE MEMORIAL PLAQUES IN PUBLIC OPEN SPACE	AEW12
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POLICY CODE:	AEW12
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Manager Parks and Environment
FILE NO.:	182/001
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ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW10
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 November 2015
OCM:	

BACKGROUND:

The installation of memorial plaques in Public Open Space (POS) requires a very clear set of guidelines to ensure that the City’s reserves aren’t overused for these purposes. Additionally the types and specifications of these memorial plaques need to be standardised so there is consistency throughout the City and equity to all applicants.

PURPOSE:

To give clear guidance to applicants regarding what is required for approval from the City, what type of memorial plaque is allowed, what sites are available (if any), the specifications for the memorial plaque and who is responsible for the associated costs.

This policy applies only to memorials in POS and not to Council facilities, buildings, outbuildings or jetties.

POLICY:

- (1) A brief submission, in writing, shall be issued to Parks Services that demonstrates the significance of the individual, nature of the memorial and the POS location.
- (2) Applications will be considered on a case-by-case basis with the final location approved by the Parks Services. The applicant is to note that not all memorials will be approved.

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- (3) The City, in consultation with the applicant, will endeavour to locate the memorial plaque on an existing piece of park furniture.
- (4) Where POS has no or limited park furniture the combination of a plaque on an item of approved park furniture will only be considered.
- (5) Where POS is already well appointed with park furniture containing memorial plaques an alternate location will need to be considered.
- (6) The City will provide a standard template for the plaque and a selection of park furniture suitable for a memorial. This will normally be in the form of a park bench.
- (7) The memorial plaque and park furniture, if approved, shall be funded by the applicant and include the full cost of the procurement, manufacture and installation, including a concrete pad (if required).
- (8) When the park furniture containing the plaque reaches the end of its useful life the City will attempt to return the plaque to the original applicant whenever possible. There is no guarantee that a new asset will be made available for the re-installation of the plaque.
- (9) Burials or internment of ashes are not permitted on any Council reserve