

<b>DA</b>	<b>INSTALLATION OF PRIVATE MEMORIAL PLAQUES IN PUBLIC OPEN SPACE</b>	<b>AEW10</b>
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<b>DELEGATED AUTHORITY CODE:</b>	AEW10
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Parks & Environment
<b>SERVICE UNIT:</b>	Parks Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Parks & Environment
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	10 December 2015
<b>DATE LAST REVIEWED:</b>	9 March 2017
<b>POLICY REF.:</b>	AEW12
<b>VERSION NO.</b>	2

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	26 November 2015	23 February 2017
	26 May 2016	
OCM:	9 June 2016	

#### **FUNCTION DELEGATED:**

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.

#### **CONDITIONS/GUIDELINES:**

- (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) Where POS has no or limited park furniture the combination of a plaque on an item of approved park furniture will only be considered.
- (3) Where POS is already well appointed with park furniture containing memorial plaques an alternate location will need to be considered.
- (4) 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).
- (5) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

#### **AUTONOMY OF DISCRETION:**

As provided in Policy AEW12.

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**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Policy AEW12 'Installation of Private Memorial Plaques in Public Open Space' refers.

**DELEGATE:**

Chief Executive Officer (CEO)

Note: The CEO will sub-delegate this authority to:

**DELEGATE/S AUTHORISED:**

Director, Engineering & Works  
Manager, Parks & Environment