

# Small Memorials in Parks and Reserves Policy

<b>Reference Number:</b>	CR21/47746
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director Infrastructure and Environment
<b>Responsible Officer (s):</b>	Manager Infrastructure and Assets
<b>Initial Adopted Date:</b>	25 September 2012
<b>Last Review Date:</b>	28 September 2021
<b>Next Review Date:</b>	September 2025
<b>Legislation:</b>	<i>Aboriginal Heritage Act 1988</i> <i>Planning, Development and Infrastructure Act 2016</i> <i>Local Government Act 1999</i>
<b>Related Documents:</b>	Asset Management Policy Adopted Fees and Charges (annual)

## 1 Purpose

- 1.1 The Small Memorials in Parks and Reserves Policy (the "Policy") provides Council with a consistent approach to responding to requests for the placement of small memorials in City of Prospect Parks and Reserves that commemorate an event, organisation, group, person(s) or animal.
- 1.2 Memorials reflect Council's desire to commemorate places and historical events that are meaningful to the City, and residents who have made a significant contribution to the City.

## 2 Definitions

- 2.1 For the purpose of the Policy the following definitions apply:
  - 2.1.1 A Small Memorial means a memorial tree or a plaque on a bench or other suitably identified fixture within a Council park or reserve and which is established in memory of an event (including historical), organisation, group, person(s) or animal.
  - 2.1.2 A Donor is any person or group applying to have a Small Memorial installed.
  - 2.1.3 A Plaque is a metal (or black aluminium as per 6.1.7) plaque / tablet mounted flush to a bench, fitted to the concrete slab of a bench, picnic table, BBQ or drinking fountain, with a text message displayed that does not exceed the accepted plaque size.

- 2.1.4 A Memorial Tree is defined as a tree or copse of trees planted in memory of an event, organisation, group, person(s)' or animal.
- 2.1.5 A Reserve includes the verge area of a roadway where a park style bench or other furniture or planting may occur that does not impact on the roadway and its use.

### **3 Scope**

- 3.1 Council Administration will consider public requests for small memorials that demonstrate the positive relationship between the community or person, group, animal, organisation or event being commemorated and City of Prospect.
- 3.2 Requests for small memorials for installation at Prospect Memorial Gardens will be referred to Council.
- 3.3 This Policy does not cover Heritage Plaques.

### **4 Legislative and Corporate Requirements**

- 4.1 The installation of all small memorials in parks and reserves shall be consistent with Council's Risk Management Operating Guidelines and relevant Master Plans, Open Space Strategy, and Community Land Management Plans.
- 4.2 The installation of small memorials in parks and reserves does not require development approval.
- 4.3 All small memorials will be designed and located in accordance with Council policies, asset management plans, maintenance, and work health and safety requirements.
- 4.4 All small memorials will be at the absolute discretion of Council in terms of size, placement, materials used and location.

### **5 Principles**

- 5.1 Consideration of requests for installation of small memorials will ensure the memorial would:
  - 5.1.1 Add to the cultural value of City of Prospect parks and reserves by allowing appropriate memorialisation of an event (including historical), organisation, group, person(s)' or animal with a significant contribution to City of Prospect.
  - 5.1.2 Preserve the significance of small memorials and the amenity of open spaces by avoiding proliferation.
  - 5.1.3 Ensure that small memorials deliver a benefit to the community.

- 5.1.4 Be installed and maintained at no net cost to Council (unless resolved otherwise).
- 5.1.5 Avoid risks associated with the ad hoc placement of small memorial objects including tripping, aesthetic clutter and a proliferation of footings, resulting in an increase in public risk and maintenance costs such as mowing, watering and vandalism.

## 6 Criteria

### 6.1 Small Memorials will only consist of:

- 6.1.1 A tree.
- 6.1.2 A new bench (which may replace an existing bench) fitted with a plaque.
- 6.1.3 A plaque fitted to an existing bench (but only where the bench has a remaining useful life of at least eight years) or other Council infrastructure.
- 6.1.4 A plaque fitted to the concrete slab of a bench, picnic table, BBQ or drinking fountain.
- 6.1.5 A bench memorial and a memorial tree may be installed together so that a plaque can relate to both commemorative items.
- 6.1.6 Memorial trees must be of a species and size which accords with an adopted Community Land Management Plan, Master Plan or other relevant Council policy or operating guideline.
- 6.1.7 In addition, a memorial bench will comply with Council's endorsed furniture and plaques must be supplied in black aluminium only and will not exceed 200mm x 50mm in size and glued in-situ.
- 6.1.8 Further, text will be kept to less than 100 characters and avoid jargon and acronyms. The text will simply identify the person(s) or event, to whom the bench is dedicated, or the individual or group who is the donor; i.e.: "In memory of John Smith 1940- 2006" or "Donated by the Royal Society for the Arts during their national conference May 2006". All text will be to the requirements of Council.
- 6.1.9 Small objects (e.g. boulders, posts and plinths with plaques) will not be considered for placement as a memorial in parks and reserves due to their ad hoc nature.
- 6.1.10 Installation is undertaken by Council staff and all small memorials (plaques on benches, new memorial benches and trees) become the property of Council.

### Eligibility for Memorials:

- 6.2 Approval for plaques on trees, or placed on the ground next to a tree, will not be granted, unless resolved by Council in unique circumstances. If this occurs the plaque should only be mounted onto a suitable stone or concrete base (not on the tree) that does not deviate from the intent of this policy or the sizes normally permitted.
- 6.3 A request for a memorial will be considered by Council for the following recipients through a relevant donor:
- A local resident who spent many years living or working within the City of Prospect;
  - An incorporated body or group which made a significant contribution to the cultural, political or social life of the community; or
  - A place or a historical event of local, state or national significance.

## **7 Duration**

- 7.1 Small memorials are installed for the life of the asset.
- 7.2 In the case of benches with plaques, this will be no less than 10 years.
- 7.3 In the case of trees, this will be determined by the life span of the tree, regardless if the tree fails to reach maturity though not less than 3 years.
- 7.4 In either case, these periods will be shortened where the small memorial is destroyed or damaged.
- 7.5 When a small memorial reaches the end of its useful life (i.e. when a bench requires replacement and/or a tree dies), Council will contact the donor (as per the details contained in the Memorials Register) and the donor may elect to replace or remove the small memorial at the donor's expense. If, after reasonable effort has been made, Council is unable to contact the donor, the plaque will be removed and disposed.
- 7.6 If a bench or plaque has been irreparably damaged (other than by direct action of Council), every effort will be made to notify the donor and the donor may elect to replace the small memorial at the donor's expense.
- 7.7 Maintenance of small memorials will only occur as part of Council's regular annual maintenance schedule and is only guaranteed for a period of ten years (for benches and plaques) or the life of the tree.

## **8 Location**

- 8.1 All small memorials must be located in accordance with an endorsed Community Land Management Plan (CLMP), Master Plan, Concept Plan or other relevant Council policy or guideline.
- 8.2 The acceptance and exact location of small memorials in City of Prospect parks and reserves will be determined by decision of the Manager Assets & Infrastructure or Council.
- 8.3 Council reserves the right to relocate a bench or to move a plaque from one bench to another. In such cases, every effort will be made to notify the donor and a new location will be negotiated.
- 8.4 No tree will be planted, or bench installed where:
  - 8.4.1 it impedes access to Council's parks and reserves infrastructure and services;
  - 8.4.2 it negatively impacts on the design of public spaces;
  - 8.4.3 it impedes the use of any area for events, active or passive recreation or sporting facilities; or
  - 8.4.4 it diminishes public safety (i.e. benches will not be placed under medium to high risk trees, over sprinklers, on vehicle access sites etc.).

## **9 Costs**

- 9.1 The full cost of installing and maintaining all small memorials will be the responsibility of the donor and will be recovered via an upfront initial payment indicated in Council's fees and charges register. The Administration may assist with preferred suppliers and will pass on all costs incurred.

## **10 Significance**

- 10.1 The donor will provide a written account of the positive relationship between the community or person, group, organisation or event being commemorated and the City.
- 10.2 No new small memorial will be considered for a person, group, animal, organisation or event already memorialised in the City, unless resolved by Council.

## **11 Roles and Responsibilities**

- 11.1 The Assets & Infrastructure Department, through the relevant Manager, will:
  - 11.1.1 establish and maintain a register of small memorials in the parks and reserves;
  - 11.1.2 receive and assess all requests for small memorials in parks and reserves in accordance with the Criteria of the Policy;
  - 11.1.3 ensure the request for a small memorial is consistent with Council's Community Land Management Plans and/or any other relevant Master Plan, Council plan, policy or guideline;
  - 11.1.4 grant approval (as appropriate) for the small memorial to be installed and invoice the appropriate fee.
  - 11.1.5 consider requests from donors for removal of memorial plaques.
- 11.2 Upon receipt of the fee and in consultation with the donor the relevant Manager will:
  - 11.2.1 negotiate the selection and purchase of the bench or tree
  - 11.2.2 negotiate an appropriate site to locate the small memorial
  - 11.2.3 liaise with and instruct Council staff to install the small memorial in accordance with the Criteria.
- 11.3 The donor will:
  - 11.3.1 complete a 'Request for Small Memorial in Parks or Reserve' form, for the installation of a small memorial in City of Prospect Parks and Reserves
  - 11.3.2 bear all costs associated with the purchase of the tree, plaque and /or bench including installation and planting (as applicable).
  - 11.3.3 provide all trees and plaques ready to plant or install with the Administration assisting with procurement as appropriate (as applicable).

## **12 Monitoring and Review of Guidelines**

- 12.1 Indicators of effectiveness:
  - 12.1.1 The community has the opportunity to publicly commemorate person(s) or events in the City.
  - 12.1.2 Small memorials in City of Prospect parks and reserves are successfully managed.
  - 12.1.3 The Policy will be reviewed in line with Council's Corporate Governance Framework.

12.1.4 Fees and charges associated with this Policy will be reviewed annually.

## 12.2 Review

12.2.1 The Policy will be reviewed once per Council term or as required by legislation.

12.2.2 Fees and charges associated with this Policy will be reviewed annually.

12.2.3 The community has the opportunity to publicly commemorate person(s) or events in the City.

## 13 Access to the Policy

13.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

## 14 Further Information

14.1 For further information about this policy please contact:

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