

## **COMMUNITY RECOGNITION INFRASTRUCTURE – MEMORIALS AND PLAQUES**

### Objective

- To provide Council with a uniform approach to dealing with requests for memorial plaques or the donation of park furniture and trees in public open space
- To establish criterion to assess and respond to requests for the use of public open space by individuals and community groups for the recognition of valued community members
- To define conditions under which Council will accept requests for memorial plaques, or the donation of park furniture and trees.

### Scope

This Policy applies to all public open space under the ownership or care & control of Council. For the purposes of this Policy, public open space is defined as:

*“Land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sports playing fields, civic areas, play spaces and streetscapes.”*

### Policy

Council will consider applications for the placement of memorial plaques in public open space.

Council will consider the donation of park furniture and trees subject to Council’s direction with respect to appropriateness, location, standards of park furniture - type and style, or tree species choice

Applications for *Community Recognition* plaques must be received in writing and must include the following information:

- ‘*Nominee*’ - Name of the person or group to be commemorated
  - A summary of the reasons for recognising the nominee e.g. outlining their service to the community, achievements, etc
  - The proposed text to be included on a plaque/memorial
  - The preferred location for any proposed seat, memorial or other community infrastructure
  - Any other relevant information including the applicant’s relationship to the ‘nominee’
- Approvals of applications for memorials are at the discretion of the General Manager or relevant Director/ Manager with reference to the criteria set out in the following policy procedure. Delegation does not preclude any application being presented to Council for approval. Decisions will be confirmed in writing to the applicant.

Any existing memorial or plaque does not set a precedent for future approvals. Council has the right to refuse any request for *Community Recognition* in the form of a memorial or plaque on community land.

### **Monetary Donations**

Council may accept monetary contributions from the community which will be allocated to improvements or installation of community infrastructure where appropriate. This may include recognition of the person or group who have made the donation.

### **Types of Community Recognition Infrastructure**

Council will give consideration to the type of 'recognition' requested by the applicant. However the final decision will be made by Council in accordance with Council's Strategic Plan. Requests for memorials and/or plaques to be incorporated on public furniture will be given preference, as this type of infrastructure gives ongoing benefit to the wider community.

### **Associated Expenses**

Costs of Community Infrastructure requests are to be borne by the applicant unless otherwise determined. Prior to approval, the cost will be determined and advised to the applicant for endorsement to continue.

For public furniture and seats incorporating a plaque, the applicant will be on-charged for:

- the manufacture / purchase price including freight
- site works if applicable
- installation
- plaque

The ongoing maintenance of the public furniture will be Council's responsibility, however Council will not be responsible for the cost of replacing damaged, lost or stolen plaques.

The expenses associated with installation of other types of Community Recognition Infrastructure will be negotiated between the applicant and the Council.

Council will co-ordinate the purchase and installation of the park furniture or tree(s) and will arrange for the installation of memorial plaques.

Works will only be undertaken once Council has approved the type and placement of the donation and receives the agreed amount. All works are to be carried out by Council employees or pre-selected contractors.

### **Plaques**

The size of memorial plaques will be limited to A5 in size (148mm high x 210 mm wide) and may only be installed in a concrete base around the park furniture or affixed directly to the park furniture as deemed appropriate.

Wording should follow a simple and standard format and avoid terminology used in cemeteries. The wording should recognise the nominee and their qualities/attributes or an appropriate phrase as outlined in the application, and must be approved by the General Manager.

## Trees

The type of tree would be consistent with the following Memorial Tree List and must be 25 litres in size.

<b>Exotic trees</b>	
<b>Botanical name</b>	<b>Common name</b>
<i>Lagerstroemia indica</i>	Crepe Myrtle (various cultivars)
<i>Malus</i>	Crab Apple (various cultivars)
<i>Michelia doltsopa</i>	Michelia
<i>Fraxinus excelsior "Aurea"</i>	Golden Ash
<i>Liriodendron tulipifera</i>	Tulip tree
<i>Nyssa sylvatica</i>	Tupelo
<i>Platanus x acerifolia</i>	London Plane
<i>Quercus</i>	Oak (various species)
<i>Calodendron capense</i>	Cape Chestnut
<i>Magnolia</i>	Magnolia (various cultivars)
<i>Jacaranda mimosifolia</i>	Jacaranda
<i>Sapium sebiferum</i>	Chinese Tallow Tree
<i>Ulmus parvifolia</i>	Chinese elm
<i>Acer palmatum</i>	Japanese Maple (various cultivars)
<i>Fraxinus angustifolia</i>	Claret Ash

<b>Indigenous trees</b>	
<b>Botanical name</b>	<b>Common name</b>
<i>Eucalyptus saligna</i>	Sydney Blue Gum
<i>Eucalyptus pilularis</i>	Blackbutt
<i>Angophora costata</i>	Smooth Barked Apple
<i>Angophora floribunda</i>	Rough Barked Apple
<i>Elaeocarpus reticulatus</i>	Blueberry Ash
<i>Eucalyptus crebra</i>	Narrow Leaved Ironbark
<i>Eucalyptus punctata</i>	Grey Gum
<i>Eucalyptus citriodora</i>	Lemon Scented Gum
<i>Eucalyptus haemastoma</i>	Scribbly Gum
<i>Banksia serrata</i>	Old Man's Banksia
<i>Tristaniopsis laurina</i>	River Gum
<i>Melaleuca decora</i>	White Feather Honey Myrtle
<i>Grevillea robusta</i>	Silky Oak
<i>Callistemon</i>	Bottle Brush

### Life of the Community Recognition Infrastructure

Infrastructure has a finite life, and whilst every reasonable effort will be made to extend the life of the installation, Council cannot guarantee that the *Community Recognition Infrastructure* will remain at the designated site indefinitely and may be removed or relocated under the following circumstances:

- The *Community Recognition Infrastructure* has served its useful life
- The area in which the *Community Recognition Infrastructure* is sited is to be redeveloped.
- Use for the site changes significantly in character and the item is not deemed suitable for the site.
- Significant damage/vandalism to the *Community Recognition Infrastructure* rendering it beyond repair
- Council reserves the right to remove any *Community Recognition Infrastructure* if it considers it is no longer required or appropriate.

Prior to any removal or change to the location of the *Community Recognition Infrastructure* every attempt will be made to contact the applicant to discuss relocation or removal.

**Register**

A register of ‘community recognition infrastructure’ will be maintained by the Council Administration.

*Relevant Legislation*

Nil

*Associated Documents*

Nil

<b>Responsible Officer:</b>	Director Growth and Liveability		
<b>Date Adopted:</b>	15/11/12, 20/3/18 21/02/23, 18/02/25	<b>Resolution No:</b>	418/12, 48/18 11/23, 13/25
<b>Version:</b>	4	<b>Review Date:</b>	July (annually)