**Policy Register**

Memorial Plaques and Public Donation of Park Furniture or Trees Policy

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

*New or replacement policies can be created and developed within Service Units but can only be added to   
Council’s Policy Register by Governance Services following the approval of the policy by Council or the EMT.*

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| Policy Classification | - | City Planning |
| Policy N° | - | POL/508 |
| Policy Status | - | Current |
| Responsible Service Unit | - | Integrated Planning |
| Authorised by | - | EMT |
| Date Adopted | - | 4 April 2024 |
| Next Review Date | - | 31 December 2029 |

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# PURPOSE

Manningham Council receives requests from the community to install private memorial plaques in our 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 we may accept such a donation and the associated display of a memorial plaque.

# POLICY STATEMENT

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

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

Park seat or picnic table

The donation of park furniture will be limited to a standard Manningham 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 or as approved by Coordinator City Design and/or Manager Integrated Planning.
* The donation covers the full cost of purchasing the furniture, installing the furniture (including under-surfacing if required) and plaque installation (if required) and will be invoiced directly to the applicant.
* The plaque design and manufacture cost will be paid directly by the applicant.
* Completion of the online memorial plaque application form, including approval or proposed wording for the plaque
* Written approval of the Director City Planning via a letter of agreement also signed by the applicant.

Trees

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 and approved by Coordinator Parks and/or Manager Sustainable Futures.
* 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, approved by Coordinator Parks and/or Manager Sustainable Futures.
* The donation covers the full cost of purchasing the tree, planting the tree (including tree guards, matting and mulch if required) and 2 years scheduled maintenance and will be invoiced directly to the applicant.
* A private memorial plaque will not be permitted for a donated tree.
* Completion of the online memorial plaque application form
* Written approval of the Director City Planning.

Plaques

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 be approved by Council. An example of approved text provided below:

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| “*In loving memory of Jane Citizen*  *28/6/1961 – 2/10/2018*  *who drew strength from this special place*  *during her long cancer battle*” |

The applicant is responsible for the cost and ordering of the approved plaque and to be delivered to Manningham Council Civic Centre (699 Doncaster Road, Doncaster).

Payment terms

Where an application has been approved, an invoice will be issued and full payment must be received before any orders will be placed. Tree planting will be subject to availability and suitable seasonal conditions.

Maintenance and replacement

Manningham Council will maintain the donated furniture or tree to the same standard as our equivalent furniture or trees. We do not guarantee to retain donated furniture or tree in perpetuity. Generally it will be retained in place for as long as practicable, with the following exceptions:

* The area in which the item is sited is to be redeveloped
* The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site
* in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
* The item has been vandalised and is no longer viable.

Manningham Council will not be responsible for ensuring the replacement of the tree or furniture at the end of its useful life or for the replacement of lost or damaged memorial plaques.

At any point in time, Council can exercise the right to decommission a memorial plaque if it becomes aware of high levels of community anxiety and/or negative feedback regarding the memorialized person’s character.

Where Manningham Council initiates the removal of donated furniture or tree, all reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

# 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 Manningham Council managed open space reserve.

The applicant must demonstrate that the deceased person had been a Manningham resident for at least five years. The nominee must also have:

* Contributed to the cultural, political or social aspects of Manningham’s development or shared community history; or,
* Achievements and/or contributions that distinctly stand out from others who have also made a valuable contribution; or,
* Had an impact on the community that resonates with the broader public.

# RESPONSIBILITY

Director City Planning

Coordinator Parks and/or Manager Sustainable Futures

# 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 Manningham Council seat or picnic table.

# RELATED POLICIES

N/A

# SUPPORTING PROCEDURES

N/A

# ACTION PLANS

N/A

# GUIDELINES

N/A

# RELATED LEGISLATION

N/A

# SUPPORTING RESEARCH AND ANALYSIS

The revised Policy has been benchmarked and developed with reference to similar policies of other local councils.

# DOCUMENT HISTORY

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| --- | --- |
| **Policy Title:** | Memorial Plaques and Public Donation of Park Furniture or Trees Policy |
| **Responsible Officer:** | Director City Planning |
| **Resp. Officer Position:** | Director City Planning |
| **Next Review Date:** | 31 December 2029 |
| **To be included on website?** | Yes |

| **Last Updated** | **Meeting type? - Council or EMT** | **Meeting Date** | **Item N°** |
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