

POLICY

Policy Name	Park and Street Furniture Donation and Memorial Plaque Policy
Policy Category	Governance
Department / Officer	Environment and Infrastructure
Date Adopted	18 March 2013
Date/s Reviewed	24 February 2014; 25 July 2016; 25 June 2018
Review Frequency	Every Three Years
Strategic Plan Reference	Objective 2 – Attractive and Inclusive Community Approach 2.3 – Provide and Maintain Open Space and Recreation Facilities Objective 5 – An Innovative Council Empowering The Council Approach 5.2.2 Recognise the contributions of volunteers Approach 5.2.3 Maintain high quality public infrastructure, streetscapes, parks and open spaces Approach 5.5 – Sustainably Manage Council’s Financial Infrastructure Assets
Attachments	Application form to donate Memorial Park and Street Furniture and/or Plaques

1. Purpose

The purpose of this policy is:

- To provide the standards and conditions for Council to manage the donation of park or street furniture and plaques, as either a donation to the community, or as a memorial to an event or individual.
- To ensure such donations are in keeping with the area’s aesthetic value, Council’s Community Plan, Asset Management Plan and other strategic documents.
- To provide a management tool that will assist in ensuring park and street furniture adds value to Council’s open space.

2. Scope

This policy applies to members of the public, community groups and service clubs who request to donate park and street furniture or to locate a memorial plaque on structures either existing or proposed for public open space or other public structures where the intention is to commemorate a person, group or event.

3. Policy Statement (Summary)

Council is committed to ensuring consistent and sustainable management practices for receiving, processing and approving requests for the donation, locality, installation and maintenance of donated park and street furniture and/or memorial plaques.

4. Legislation and Compliance

Section 3 of the Local Government Act 1999, encourages Councils to provide appropriate services and facilities to meet the present and future needs of local communities and to manage the natural and built environment in an ecologically sustainable manner.

5. Definitions

Donor - means the individual or group that has applied to donate, or has been granted approval to donate park and street furniture and/or associated plaques.

Memorial Furniture - normally means a seat, or picnic setting, in a location, style and colouring as decided upon by the Environment and Infrastructure Services Department of the Council that may bear a commemorative plaque and has been donated to the community.

Other Memorial – an object (such as a monument or tree), engraved paver or plaque (excluding for furniture) designed to preserve the memory of a person, group, association, event or occasion.

Plaque – means a flat plate of metal or other durable material with text and/or images commemorating a person(s), group, association or event and/or historical information relevant to its location that is affixed to street furniture or other object (including buildings) on public land.

6. Policy Content

Individuals or groups may wish to place park or street furniture, with or without an attached memorial plaque, as either a donation to the community, or as a memorial to an event or individual. Individuals or groups may alternatively wish to place a memorial plaque on existing park, street furniture or other object, as either a donation to the community, or as a memorial to an event or individual.

This Policy is guided by the following principles:

- A commitment to ensure high quality open space and associated infrastructure is provided and maintained.
- Seek to ensure that Council resources are used fairly, effectively and efficiently.
- To be responsive to the needs of the community.

6.1 Assessment Criteria for Memorial Furniture and Plaques

Each application, must be on the prescribed form and will be assessed on its individual merit, subject to the conditions within this policy and associated Community Plan and Asset Management Plan. Donors who believe that their application meets the criteria to be assessed as a Council contribution may include details as to why they believe this to be the case.

6.1.1 Council Contribution for Person(s), Community Groups or Service Clubs

The Person(s), community groups or service clubs being nominated may have contributed to or had a connection with the City of Victor Harbor. The person must be deceased. Details of the contribution to Council should be provided by the applicant for Council consideration.

6.1.2 Events/Occasions

Commemorative and Memorial Plaques used to signify or commemorate a historic or significant occasion, or feature will be considered on an individual basis in accordance with this Policy.

6.1.3 Spreading of Ashes

The Council will consider requests to scatter the ashes of deceased persons or animals on land owned or managed by the City of Victor Harbor on an individual basis based on this Policy.

Where approval is granted, the ashes are to be distributed at a time and in a manner which creates minimal attention or disruption.

6.1.4 Locality

Donations of memorial furniture are to be placed within a public park or road reserve, under the control of Council.

The preferred location is to be determined in consultation with the Environment and Infrastructure Services Department of Council. Approval is at the discretion of Council and subject to the conditions of this policy.

Requests for donated park or street furniture in a preferred locality will not be granted for that locality if the furniture is surplus to Council's requirements for that locality or if it is deemed that sufficient furniture already exists in that locality. In such cases Council will endeavour to offer an alternative locality.

Council will consider the placement of donated park or street furniture in terms of its relevant furniture strategies.

6.1.5 Memorial Furniture Specifications

Memorial furniture is to be appropriate and reflect the character or theme of the locality and will be accepted for installation at selected sites only.

Approval will only be granted if the memorial furniture is consistent with the Council's existing and future design and strategy for that locality.

Any request for memorial furniture other than a seat shall be resolved under the delegation of the Director of Environment and Infrastructure or the Manager of Environment and Recreation.

Any person or group who is dissatisfied with the decision of the Director of Environment and Infrastructure will have the right to a review of the decision, initially by the Chief Executive Officer, and if necessary by the full Council.

6.1.6 Other Memorials

Other memorials are sometimes requested. This may include trees, garden beds, boulders or other suitable memorials.

Each application will be assessed, upon request, on its individual merit, subject to the conditions within this policy.

Any significant commemorative or memorial feature will be referred to Council for consideration and/or approval.

The specific detail of the memorial and final location will be determined by the Manager of Environment and Recreation or his/her delegate.

The memorial will be installed/planted by Council at a cost to the applicant as determined by Council.

In the case of a tree a small bronze plaque can be included and installed at the base of the tree at a cost determined by Council with reference to the Council's Fees and Charges.

Memorial specifications, tree species and selection are at Council's discretion.

6.1.7 Memorial Plaque Specifications

Memorial plaque specifications and wording are to be approved by the Environmental and Infrastructure Services Department of Council.

Memorial plaques are normally to be a bronze plaque, 137mm x 86mm, and of a straight edged computer set design. The standard plaque has 4 lines. If extra lines are required it will incur additional cost.

Memorial plaques will be ordered by Council, through their nominated provider to ensure quality and consistency.

6.1.8 Ownership and Life Span of Donated Furniture and Memorial Plaques

All memorials placed on Council owned or managed land are deemed to be assets of the City of Victor Harbor and managed in accordance with this Policy.

Memorial furniture will have a limited life irrespective of the level of maintenance applied. The lifespan will vary depending on the materials the furniture is made of, the environment within which it is placed and the amount of use to which it is put. Regular monitoring of the furniture will occur to determine appropriate time for replacement or removal.

For furniture facing replacement, Council will attempt to contact the donor, who will be given first opportunity to purchase a replacement memorial seat at their own cost and at the cost per Council's schedule of Fees and Charges at that time.

Council reserves the right to relocate furniture/memorials should the need arise (such as in the event of re-landscaping a reserve or streetscape). In this instance every effort will be made to liaise with the original donor to determine a satisfactory new location.

Council may decommission memorial furniture on the following basis:

- High levels of community concern, or low levels of community use.
- Changes to the open space environment that may impact negatively on the memorial furniture.
- Notification of the donor (if they can be located) in advance of decommissioning.

6.1.9 Maintenance

Council will provide a level of maintenance to ensure safety and serviceability of furniture while having regard for the allocated budget for this purpose.

Memorial Furniture: If the donated memorial furniture is vandalised or otherwise damaged during its anticipated lifespan (see 5.6), it will be repaired or if necessary, replaced by Council where possible.

Memorial Plaque: If a memorial plaque is stolen, vandalised, or otherwise damaged during its anticipated lifespan (see 5.6), Council will attempt to contact the donor to arrange repair or, if necessary, replacement at the cost of the donor.

Flowers & Tributes: The placing of flowers or other tributes at donated furniture, monument or plaque is not permitted as this may detract from use by the community of this asset

6.1.10 Cost

The cost to the donor of acquisition and installation of memorial furniture and/or plaques will be based on the current Fees and Charges register approved by Council.

In the case of Council determining that a service club or member of the community qualifies as having contributed towards the community, the cost of placing a memorial plaque on existing furniture will be the cost of the plaque only, or otherwise as determined by Council.

The cost of the memorial furniture and/or plaque must be paid in full, to Council, prior to the order being confirmed.

6.1.11 Applications

Donors wishing to donate park and street furniture for public use should make application to Council, stating a preferred location.

Application is made using the attached application form.

If a memorial plaque is required, the donor should submit the requested wording on the application form.

Donated park and street furniture and memorial plaques will be ordered and installed by the Council.

If the application is successful, an approval letter will be sent to the applicant, stating the cost and the conditions of approval.

7. Risk Management

The policy directives are consistent with Council's Recreation & Open Space Strategy and Open Space Asset Management Plan. Memorial park and street furniture and plaques will be installed in accordance with Council specifications and requirements. The specifications and approval conditions take into account impacts of visual amenity, the existing infrastructure and furniture of the locality, along with public safety as a requirement.

8. Implementation/Delegations

The Chief Executive Officer (or delegate) is delegated authority to implement this Policy.

9. Related Documents

- Application to donate Memorial Park and Street Furniture and/or Plaques
- Donations Policy
- Open Space Asset Management Plan and Asset Registers
- Victor Harbor Recreation and Open Space Strategy

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au. It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.



APPLICATION FOR PARK & STREET FURNITURE DONATION AND MEMORIAL PLAQUES

Applicant:

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Contact Person:

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Postal Address:

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Phone Number:

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Email:

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Individuals or groups may wish to place park or street furniture, with or without an attached memorial plaque, as either a donation to the community, or as a memorial to an event or individual. Individuals or groups may alternatively wish to place a memorial plaque on existing park or street furniture, as either a donation to the community, or as a memorial to an event or individual.

This application and approval process is subject to compliance with the Park & Street Furniture and Memorial Plaque Policy.

I/We
(*"the Donor/ Applicant"*)

hereby make application to the City of Victor Harbor (*"the Council"*) for the purposes of donating and having installed:

☐ **Memorial Furniture:** – normally means a seat, or picnic setting, in a location, style and colouring as decided upon by the Environment and & Infrastructure Department of the Council, that may bear a commemorative plaque and has been donated to the community.

☐ **New Furniture**

☐ **Existing Furniture**

☐ **Memorial Plaque:** - means a standard size bronze plaque 137mm x 86mm, straight edge maximum of 4 lines.

Applicant's Signature

Date: ____/____/____

Donated park and street furniture and memorial plaques are to be ordered and installed by the council. Full payment will be required after Council has approved your application, before any goods are ordered and/or installed

Locality: Please indicate your preferred street or park locality and attach a location map (page 4 of application) to indicate the preferred position if applicable. Please note that many foreshore locations have been deemed to have sufficient furniture such as Franklin Parade, The Bluff, Petrel Cove, The Esplanade & Flinders Parade.

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Memorial Plaque details:

Memorial plaques are normally to be a bronze plaque, 137mm x 86mm, and of a straight edged computer set design order by council. The standard plaque has 4 lines. In some instances, depending on the bench type, the plaque may be made of stainless steel.

Line 1.

Line 2.

Line 3.

Line 4.

Significant Contribution

- Donors who believe that the service club or member of the community, that they have nominated on their application, constitutes a significant contribution to the community, may include details as to why they believe this to be the case. Extra pages and supporting information can be attached to this form.
- Council reserves the exclusive right to determine if a service club or member of the community meets the criteria to be determined as having contributed significantly to the community.

Locality

- The preferred location is to be determined in consultation with Council. Approval is at the discretion of Council and subject to the conditions of Council policies.
- Request for donated park or street furniture in a preferred locality will not be granted for that locality, if the furniture is surplus to council's requirements for that locality. In such a case council will endeavour to offer an alternative locality.

Approval Process

- In accordance with the Park & Street Furniture Donation & Memorial Plaque Policy, item 6.1.11(Applications) ; and Item 7 (Delegations)

Memorial Furniture & Plaque Specifications

- In accordance with the Park & Street Furniture Donation & Memorial Plaque Policy.

Life Span of Donated Furniture & Memorial Plaques

- The estimated lifespan of donated memorial furniture is (10) years, or the life of the seat at a level acceptable to Council standards, for visual and safety requirements. Council reserves the right to determine the completion of the lifespan as per this clause.
- At the determined completion of the lifespan of the memorial furniture, Council will attempt to contact the donor, who will then be given first opportunity to purchase a new memorial seat. In the event of re-landscaping the locality, Council reserves the right to relocate furniture memorials should the need arise. In this instance Council will attempt to liaise with the original donor to determine a satisfactory course of action.

Maintenance

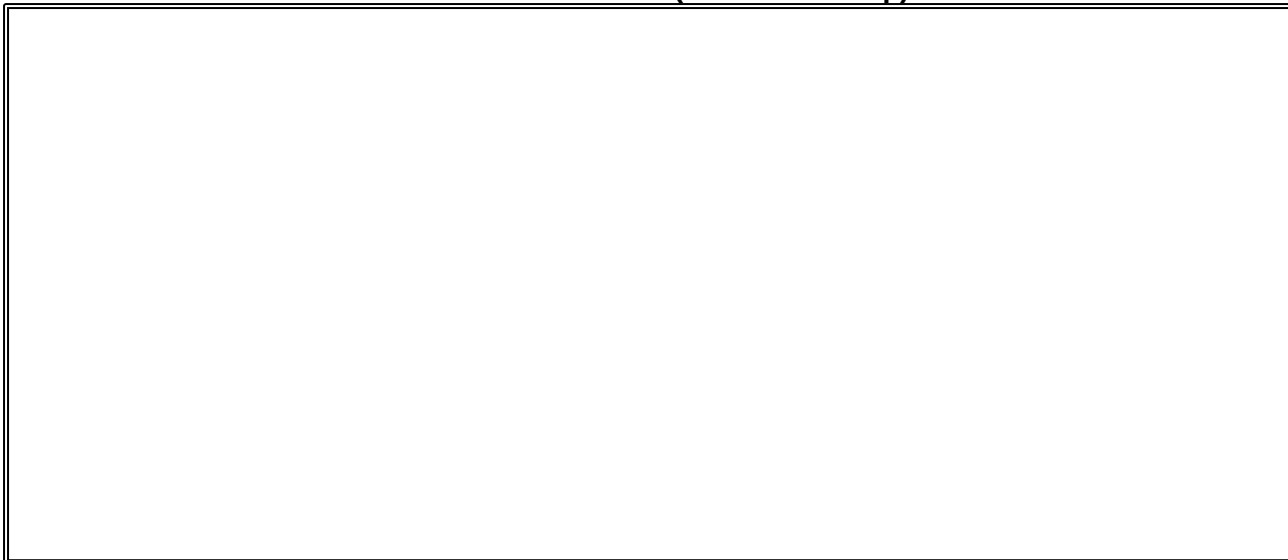
- Council will provide a level of service consistent with the existing levels.
- If the donated **memorial furniture** is vandalized during the 10 years will be repaired by council where possible. Should it need replacing, council will attempt to contact the donor with the option to replace at their cost.
- If a **memorial plaque** is vandalized it will be repaired by council where possible. Should it need replacing, council will attempt to contact the donor.
- The placing of flowers or other tributes on donated furniture, monument or plaque is not permitted as this may detract from the community use of this Council asset.

Cost

- In accordance with Council's Park & Street Furniture Donation and Memorial Plaque Policy and Council Fees and Charges register.

Please provide a sketch of the proposed location

LOCALITY SKETCH (or attach a map)



Administration Use:

Recommendation – Manager Environment and Recreation:

Assessment: _____

_____ Recommend to Committee/Council for approval:

☐ Yes ☐ No

Recommendation to Committee: *(In the case of significant commemorative or memorial feature – Policy 6.1.6 may be referred direct to Council or via Heritage Advisory Committee)*

That the Committee recommends Council grant approval to: (insert name) _____
_____ for a plaque and/or furniture to be installed at: (specify reserve,
street, position) _____

in accordance with Council's Park and Street Furniture Donation and Memorial Plaques Policy.

☐ (optional) Subject to the following conditions: _____

Heritage Advisory Committee: *(In the case of significant commemorative or memorial feature – Policy 6.1.6 may be referred direct to Council or via Heritage Advisory Committee)*

Meeting date: _____ Recommendation Approved: ☐ Yes/☐ No Resolution No: _____

Ordinary Council: *(In the case of significant commemorative or memorial feature – Policy 6.1.6 may be referred direct to Council or via Heritage Advisory Committee)*

Meeting date: _____ Recommendation Approved: ☐ Yes/☐ No Resolution No: _____

Comments: _____