



City of Ryde

Memorial Plaques and Donation of Park Furniture and Trees Policy

June 2010

1. INTRODUCTION

From time to time Council receives requests from individuals or organisations for the installation of memorial plaques or for the donation of park furniture or the planting of trees in memory of a deceased resident.

The purpose of this policy document is to ensure that applications for memorial plaques or the donation of park furniture and trees are determined and managed on a consistent basis.

2. OBJECTIVES

The main objectives of this policy are 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;
- 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; and
- define conditions under which Council will accept requests for memorial plaques, or the donation of park furniture and trees.

3. LAND TO WHICH THIS POLICY APPLIES

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.”

4. POLICY

Council will consider applications for the placement of memorial plaques in public open space. Approvals of applications for memorials are at the discretion of the General Manager or relevant Service Unit Manager with reference to the criteria set out in the following policy procedure.

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.

5. PROCEDURE

The following procedure, being an administrative process, may be altered as necessary by the General Manager.

5.1 Consideration of Applications

A request will be considered where a person is deceased and:

- (a) is widely known and respected within the local community; OR
- (b) has a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting and/or cultural development of the community; AND
- (c) is of good repute and not likely to be the subject of controversy

Under special circumstances, consideration may be given to a living person where the naming is deemed to be in accordance with (a) or (b) and (c) and the recognition is considered appropriate by the General Manager.

5.2 Applications for Memorial Plaques

Applications for Memorial Plaques must be made via the Memorials Application Form. Applications must include a supporting statement for the nominee detailing how the nominee meets the conditions as stated in this policy.

The application must be supported in writing by a minimum of three (3) third parties, one of which must be a local community group. The documentation must be validated by Statutory Declaration and signed by a Justice of the Peace.

In those circumstances where an application for a memorial plaque is potentially controversial or questionable, the application will be advertised for a period of twenty one (21) days to provide opportunity for community comment. Advertisements calling for comment may be co-ordinated to occur quarterly to streamline the application and feedback process. Applications and community feedback received will be given careful consideration prior to being presented to Council with recommendation(s) for review and decision.

Memorial plaques will be limited to A5 in size (148mm high x 210mm wide) and A6 in size for tree plantings (105mm high x 148mm wide), and may only be installed in a concrete base around the park furniture or tree, or affixed directly to the park furniture as deemed appropriate by the Service Unit Manager. The applicant shall bear the cost of supplying the plaque.

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

5.3 Applications for Donation of Park Furniture and Trees

Applications for the Donation of Park Furniture and Trees must be made via the Memorials Application Form. Council will permit the donation of park furniture and trees (exclusive of memorial plaques) subject to Council's direction with respect to appropriateness, location, standards of park furniture type and style, or tree species choice. This may be done without the requirement for written references as outlined in Section 5.2.

The donated park furniture or tree(s) may be placed as near as possible to the position requested by the applicant. Consideration will need to be given to relevant plans of management, master plans, capital works programs, maintaining safe passage for pedestrians and other park users, avoidance of any damage to the natural environment,

and ensuring the donation meets with general community expectations for the area, including due consideration of any indigenous connection with the site. The type of park furniture would be consistent with other park furniture or infrastructure in the locality. Other preferred styles may be approved at the discretion of Council.

The donation of park furniture may be recognised with a memorial plaque. Consistent with the requirements outlined in Section 5.2, memorial plaques will be limited to A5 in size (148mm high x 210mm wide) and may only be installed in a concrete base around the park furniture or affixed directly to the park furniture as deemed appropriate by the Service Unit Manager. The applicant shall bear the cost of supplying the plaque.

The type of tree would be consistent with the following Memorial Tree List and must be 25 litres in size. The following list of exotic and indigenous plants are attributed to different plant communities in Ryde and as such need further research on specific planting based on the locality of the proposed memorial tree planting.

Exotic trees	
Botanical name	Common name
<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>Cercis siliquastrum</i>	Redbud
<i>Pyrus</i>	Pear - various cultivars
<i>Jacaranda mimosifolia</i>	Jacaranda
<i>Ulmus parvifolia</i>	Chinese elm
<i>Magnolia</i>	Magnolia (various cultivars)
<i>Acer palmatum</i>	Japanese Maple (various cultivars)

Indigenous trees	
Botanical name	Common name
<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>Syncarpia glomulifera</i>	Turpentine
<i>Elaeocarpus reticulatus</i>	Blueberry Ash
<i>Eucalyptus crebra</i>	Narrow Leaved Ironbark
<i>Eucalyptus punctata</i>	Grey Gum
<i>Eucalyptus haemastoma</i>	Scribbly Gum
<i>Banksia serrata</i>	Old Man's Banksia
<i>Angophora bakeri</i>	Narrow Leaved Apple
<i>Tristaniaopsis laurina</i>	River Gum
<i>Glochidion ferdinandi</i>	Cheese Tree
<i>Melaleuca decora</i>	White Feather Honey Myrtle
<i>Ceratopetalum gummiferum</i>	Christmas Bush

The donation of a tree may be recognised with a memorial plaque. Consistent with the requirements outlined in Section 5.2, memorial plaques for trees will be limited to A6 in size (105mm high x 148mm wide) and may only be installed in a concrete or stone plinth under the tree as deemed appropriate by the Service Unit Manager. The applicant shall bear the cost of supplying the plaque.

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

Evaluation of the appropriateness of the donation would be the responsibility of the appropriate Service Unit Manager.

5.4 Costs

The applicant is required to meet all costs associated with the purchase, delivery and installation of the approved memorial plaques and/or the approved park furniture and tree(s). A Memorials Application Form is to be completed and payment made at Council's Customer Service Centre. The Form details the applicable fees and charges.

5.5 Works

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.

Council will co-ordinate the purchase and installation of the park furniture or tree(s) and will arrange for the installation of memorial plaques with approved wording that have been provided to it.

5.6 Maintenance

The donated park furniture or tree(s) would be subject to the same level of maintenance as other infrastructure located in the park or reserve. The donation would remain in place as long as it remained in good working condition and complied with council standards.

Council shall accept no responsibility or obligation for repair or damage to or theft of the structure. Applicants may re-apply should the park furniture or tree(s) need to be removed or replaced.

3. FURTHER INFORMATION

If you require any further information or clarification of this document, please contact Council's Customer Service Team on 9952-8222.