

**POLICY NAME**

The Placement of Memorial Trees and  
Park Furniture Policy

**POLICY NUMBER**

Parks 003

**DATE ADOPTED**

30 July 2012

**COUNCIL MINUTE NUMBER**

PRC 49

**ECM NUMBER**

4269440

**POLICY TYPE**

Council

**REVIEW DATE**

April 2020

**RESPONSIBLE DEPARTMENT**

Parks

**RELATED DOCUMENTS**

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**Purpose**

Provide Council with a uniform approach to dealing with requests for the installation 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 the installation of park furniture and trees

**Policy Statement**

Council will consider the installation of park furniture and trees subject to Council's direction and consideration in respect to appropriateness, location, standards of park furniture type and style, or tree species selection.

**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 of aesthetic purpose. Open space includes reserves, parks, trails, sports playing fields, play spaces and streetscapes.

## **POLICY:**

### **Purpose:**

#### **Introduction**

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

#### **Objectives**

The objectives of this policy are to:

- Provide Council with a uniform approach to dealing with requests for the installation 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 the installation of park furniture and trees.

#### **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:

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#### **Policy**

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#### **Consideration of Applications**

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

- Is widely known and respected within the local community; OR
- 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
- 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 the conditions above and the recognition is considered appropriate by the Council.

#### **Applications for Installation of Park Furniture and Trees**

The installed park furniture or tree 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 access for 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 should be consistent with other park furniture or infrastructure in the locality. Alternate styles preferred by the applicant may be approved at the discretion of Council.

Plaques shall not be associated with tree planting undertaken as memorial plantings.

### **Costs**

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

### **Works**

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

Council will coordinate the purchase and installation of the park furniture or tree(s) and will arrange for the installation of a memorial plaque in the furniture with approved wording that has been provided by the applicant.

### **Maintenance**

The park furniture or tree(s) would be subject to the same level of maintenance as other infrastructure located in the park or reserve. The seating 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 the theft of the structure. Applicants may re-apply should the park furniture or tree(s) need to be removed or replaced.

Trees planted as memorials must be of a species approved by Council and must be planted in locations identified by Council officers in consultation with the applicant. Council will try to accommodate the wishes of the applicant but it is under no obligation to accept the applicant's preferred location or species.

Memorial tree planting will generally receive a six (6) month maintenance period.

Tree planting will be undertaken when growing conditions are favourable.

Potential tree planting locations cannot be reserved.

Group tree planting as a memorial grove will be approved when it accords with an adopted master plan, or where it supports an approved landscape plan.

If the tree fails to thrive a replacement tree will be substituted by Council at no cost to the applicant and additional maintenance will be provided.

Where a memorial tree is found to be posing a risk to the public due to ill health or damage or if other circumstances require its removal Council will endeavour to contact the donor of the tree and to offer a replacement and alternative location. However, Council is not obliged to notify the applicant prior to the removal of the memorial tree if its removal is considered to be a matter of urgency in the interests of public safety.

### **Memorial Plaque**

Donated Park Furniture generally has a plaque attached that identifies the individual and their association with the location.

### **Plaque Specification**

- The size, design and wording of plaques should be small, discreet and consistent with the character of the site.
- Plaques shall generally be anodised cast brass and the maximum size of plaques shall be – 100mm x 40mm
- Other plaque types must be in accordance with materials and treatments adopted for specific public open spaces.

### **Plaque Wording**

Applicants may submit preferred wording, however wording should not exceed more than 5 lines to fit into the standard plaque size. Short positive messages and humour are encouraged.