Central Coast Council

Memorials in Public Places Policy

Date Adopted: **XX/XX/20XX**
Revision: **2**

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1. Policy Objectives

1.1. This Policy outlines Council's approach to dealing with requests for memorials for individuals on land under the care and control of Central Coast Council (**Council**).

2. Policy Scope

2.1. This Policy applies to land under Council's care control and management, including community, recreation, and road reserves.

2.2. This Policy does not apply to applications for re-naming of Council assets.

2.3. This Policy does not include roadside tributes. Refer to the *Roadside Tributes Policy* for further information.

2.4. This Policy does not include applications for recognition of specific groups or non-individual memorials. These applications require the submission of an appropriate development application with Council.

2.5. This Policy does not include war memorials and recognition of service personnel. These applications will be referred to the Returned Services League for its consideration.

3. Policy Statement

3.1. Council recognises the need for public amenities and facilities, including parks and reserves across the local government area (**LGA**). Council's parks and reserves are primarily provided and maintained for recreational use or environmental protection.

3.2. Council considers that the cemeteries provided by Council and other providers in the LGA are the most appropriate places for commemorating a loved one.

3.3. Overall, Council does not support the construction of visible memorials in its parks and reserves or alongside footpaths.

3.4. However, Council recognises the importance that memorials may serve as a statement of grief and love from the bereaved and to commemorate the deceased.

3.5. Council may approve a public memorial in accordance with the approved procedure set out in this Policy.

3.6. This Policy replaces any previous approval processes regarding the installation of a memorial. Existing memorials or plaques cannot be used as a precedent for future approvals.

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3.7. Council's values have been embedded in the development, review and implementation of this Policy to achieve consistent decision-making and appropriate resolution of ethical dilemmas even when there are no rules to follow.

3.8. Council will consider written applications for the placement of memorials on public open spaces under the care, control, and management of Council.

3.9. Determination of applications will be provided under delegation by the relevant unit manager.

4. Eligibility

4.1. Council will only consider a request for a memorial in public spaces for the person who is nominated if the following criteria is met:

4.1.1. The nominee is a deceased person.

4.1.2. The nominee is an individual.

4.2. Council will not consider memorial requests for animals.

5. Assessment Procedure

5.1. Memorial placements on a Community Memorial Tree (artificial tree) in public spaces will only be approved for:

5.1.1. Community Memorial Trees - Council provides community memorial trees at multiple locations within the LGA.

5.1.2. Community Memorial Tree applications are to be made with Council's Cemeteries Manager.

5.1.3. A Community Memorial Tree leaf (plaque) with the information of the deceased person will be installed on the selected tree.

5.2. Public trees (natural trees) can be requested as a memorial.

5.2.1. Applicants will be provided with a selection of sites for the planting of a tree.

5.2.2. Council will provide a list of appropriate trees from Council's Greener Places Strategy suitable for the site selected. Alternative trees will not be accepted as the tree choices provided have been determined as the most suitable to be planted in public spaces.

5.2.3. Upon planting of an approved memorial tree a memorial plaque will not be provided. However, a certificate of recognition of the deceased person will be issued to the applicant upon request.

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5.2.4. Council accepts no responsibility or obligation for loss of the public tree after the maintenance period of three months from the date of planting.

5.3. Council will not support applications for memorial furniture.

5.4. Unauthorised new and existing memorials will be removed.

6. Memorials Procedure

6.1. Applications must be in writing and addressed to the Chief Executive Officer.

7. Cost

7.1. The cost and provision of the plaque (leaf) for a Community Memorial Tree placement will be the responsibility of the applicant. The cost is as per Council's annually adopted Fees and Charges Schedule

7.2. The cost for the provision and planting of a public tree will be the responsibility of the applicant and will be full cost recovery determined at the time of application.

7.3. Works will only commence once the complete costs of the memorial have been received by Council.

7.4. All works are to be carried out by Council employees or Council approved contractors.

7.5. Council will co-ordinate the purchase and installation.

7.6. Applicants may fund the replacement cost of a damaged or dead public tree after the maintenance period has expired, should they wish to install a replacement public tree.

8. Responsibilities

Compliance, monitoring and review.

8.1. The following staff have identified roles under this Policy:

8.1.1. Manager, Open Space and Recreation Unit

8.1.2. Manager, Cemeteries

8.2. **Relevant Asset Managers**

8.2.1. Coordination of requests and actions under this Policy.

8.3. **Open Space and Recreation Unit**

8.3.1. Review of this policy.

Records management

8.4. Staff must maintain all records relevant to administering this policy in accordance with Council's Information and Records Management Policy.

9. Policy Definitions

Act	means the *Local Government Act 1993* (NSW).
Community Memorial Trees	means a steel, sculptural tree located in public spaces in multiple locations (within the local government area) with leaf shaped plaques to accommodate inscriptions.
Public Tree	means a live tree planted in a location chosen from several locations provided by Council and being a species considered appropriate from Council's Greener Places Strategy suitable for the site selected.
Council	means Central Coast Council.
Individual(s)	means a single human being, as distinguished from a group.
Road reserves	means the area between property boundaries that can be made up of road, verges, cycle lanes, footpaths and other areas constructed for public travel.

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10. Policy Administration

Business Group	Community and Recreation Services
Responsible Officer	Unit Manager Open Space and Recreation
Associated Procedure (if any, reference document(s) number(s))	N/A
Policy Review Date	Four years from date of adoption unless legislated otherwise
File Number / Document Number	D16740280
Relevant Legislation (reference specific sections)	This Policy supports Council's compliance with the following legislation: ▪ *Local Government Act 1993*
Link to Community Strategic Plan	Theme 1: Belonging **Goal A: Our community spirit is our strength** B-A2: Celebrate and continue to create opportunities for inclusion where all people feel welcome and participate in community life.
Related Policies / Protocols / Procedures / Documents (reference document numbers)	▪ Information and Records Management Policy (D14025241) ▪ Code of Conduct (D16000605)

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11. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
TBA	Approval of memorials in open spaces	Council

12. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	9 April 2018 Resolution: 265/18	New policy created
2	TBA	Periodic review of policy, changes made include moving into the new template and clarifying the scope of the policy

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