



INNER WEST COUNCIL

Memorial Planting and Plaques policy

DOCUMENT PROFILE

Title	Memorial Planting and Plaques policy
Summary	The Policy establishes eligibility and the selection criteria for memorial plantings in the public domain and for the installation of plaques on seats in the public domain. The Policy also gives direction on historical markers and interpretative signage.
Background	The Policy provides a transparent, equitable and consistent methodology for memorials within the public domain.
Policy Type	Council Policy
Relevant Strategic Plan Objectives	<p>Strategic direction 2: Unique, liveable, networked neighborhoods - Public spaces are high-quality, welcoming and enjoyable places, seamlessly connected with their surroundings.</p> <p>Strategic direction 4: Caring, happy, healthy communities - The Aboriginal community is flourishing, and its culture and heritage continues to strengthen and enrich the Inner West.</p> <p>Strategic direction 5: Progressive local leadership - Government makes responsible decisions to manage finite resources in the best interest of current and future communities</p>
Relevant Council References	Adopted Park Plans of Management
Main Legislative Or Regulatory Reference	Local Government Act 1993
Applicable Delegation Of Authority	As per Delegations Register
Attachments	Nil
Record Notes	Internal available document
Version Control	See last page

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Approved By:	Group Manager Trees, Parks & Sportsfields	TRIM Ref #	18/47620
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1 Purpose

The Memorial Planting and Plaques policy establishes eligibility and the selection criteria for memorial plantings in the public domain and for the installation of plaques on seats in the public domain. The Policy also gives direction on historical markers and interpretative signage. The policy does not apply to privately owned spaces and places within the LGA, nor to public space within the LGA not owned by the Inner West Council

2 Definitions

Word/Term	Definition (with examples if required)
Applicant	A person or group which proposes a memorial planting or the installation of a memorial plaque on a seat.
Memorial Planting	A memorial planting is established in memory of a person/s and is not accompanied by plaques or markers. A planting is in keeping with the function, character, landscape, flora or fauna, of the site proposed. The location should be consistent with current planning, succession planning, heritage and environmental policies, Park Plans of Management and Masterplans.
Memorial Plaque on seat	A memorial plaque on a seat is established in memory of a person, association, anniversary or event that has made a significant and outstanding contribution to the local community. Installation comprises of an appropriately designed plaque, for example an A7 small rectangular plaque based on 10-year tenure. Installation applies to an existing Council seat.
Interpretative signage	Interpretative signage is commissioned as a site-specific installation and is established to enhance the experience and perceptions of the site by interpreting and drawing attention to features associated with the site. It may include signage in a variety of durable formats, based on 20-year plus tenure.
Historical markers	Historical markers are commissioned to enhance understanding of the unique history and identity of people and events associated with the location. They may include steel fabrication, engraved or pressed metal, based on 20-year plus tenure.
Local Government Area (LGA)	A reference to the LGA in this policy refers to the Inner West Local Government Area.
Public Domain	Public domain refers to all land that is under the care, control and management of the Inner West Council and includes public open space which is accessible to the community.

3 Policy Guidelines

- Council recognises that the community may wish to privately commemorate a person/s or event in the public domain and this may be supported with a tree planting.
- Requests for a memorial tree planting will be submitted in writing to the Council Urban Forest Team via trees@innerwest.nsw.gov.au with an outline of the preferred location for tree planting.
- People who have made an outstanding contribution to the local community may be acknowledged by a plaque on a seat.

- Requests for a memorial plaque will be submitted in writing to the Council's Parks Planning and Recreation team via parks@innerwest.nsw.gov.au with an outline of the preferred location for tree planting.
- Interpretative signage or historical markers may be installed to assist interpretation of particular sites and enhance understanding of the unique history and identity of people and events associated with the location.
- Council does not support proliferation of plaques, monuments, and markers in the public domain and all proposals will be assessed on the proposed location and the current number of plaques, monuments, and markers within the location.
- Council will not permit the installation of temporary fixtures to existing structures under this policy. At Council's discretion, unapproved installations will be dealt with sensitively and with regard to safety, with the intent of removing installations after a maximum of three months.
- Council will not approve a plaque installation or planting for a person who is not yet deceased; and approved installations require consent from the surviving partner or immediate family members.
- A schedule of fees and charges applies to this policy and can be viewed in Council's advertised Fees and Charges, available on the Council website.

4 Council's guidelines for locations

- Eligible locations for memorial plantings and plaques
 - Includes parks and open spaces provided there is no conflict with other uses defined in Parks Plans of Management and Masterplan and
 - Excludes main street documented streetscapes where the design character and features have been developed into a theme, subjected to public consultation, and implemented, with the exception of Historical Markers.
- There is no permissible installation in the following parks:
 - Pioneers Memorial Park
 - Camperdown Memorial Park
 - Enmore Park
 - Ashfield Park
 - War Memorial Park
 - 36 Battalion Park
 - 2-8 Weston St
 - Loyalty Square
 - Crown Reserve land
 - Parks which have adopted Plans of Management which don't permit memorial plaques.

5 Design specifications for inscriptions to be placed on seats

- Plaques shall be affixed in the centre of the upper most lath of the back of the bench and should have the following design specifications:
 - i. Small rectangular metal plaque - maximum size A7
 - ii. 1.6mm stainless steel
 - iii. Acid etched (black paint fill if appropriate)
 - iv. Typeface - Gills Sans
 - v. Maximum text of 140 characters in a language that is accessible to the public
 - vi. Completed plaque is to be approved by Council.

- The applicant is required to pay for the design and manufacture of the plaque.

6 Operation and period of tenure

- Council will install the plaque in the approved location.
- The applicant is responsible for any ceremony associated with the installation.
- All installations are based on 10-year tenure, and can be renewed after this period if the applicant wishes.
- Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.
- Council reserves the right to remove or relocate any seating or installation, which in its opinion places a public safety risk, is damaged or beyond reasonable repair, or no longer aligns with the purpose and function of the public open space.

7 Interpretative Signage and Historical Markers

- Interpretative signage can enhance the experience and perceptions of a site by drawing attention to features associated with the site.
- Historical markers including monuments can enhance understanding of the unique history and identity of the place, the people and the events associated with the location.
- Acknowledging the role Council plays in observing and documenting the life of its community, Council will implement at its discretion, a program to add historical markers in relevant places in the public domain.

8 Under what circumstances will Council consider interpretative signage or historical markers?

- Council at its discretion may consider installing interpretive signage and/or historical markers in the public domain and will take into consideration (as a minimum) that the feature/ person / event being recognized should be:
 - Historical or other information relevant to the site/location proposed
 - An individual, organisation or association that has contributed significantly to the cultural, political or social aspects of the Inner West local government area's development;
 - An individual, organisation, or association strongly linked to the Inner West LGA and its history; and/or
 - A significant anniversary of an event unique to the Inner West LGA's history and development.

9 Design specifications for interpretative signage/historical markers/monuments

- The design used must be relevant and applicable to the site,
- The materials must be durable in nature.

10 Roles and responsibilities

- Trees, Parks & Streetscapes staff are responsible for the following:
 - Reviewing and approving memorial trees and plaques on seats, in consultation with relevant internal stakeholders.

- Reviewing and revising this Memorial Planting and Plaques Policy when required. Substantive changes must go to council for approval (this does not include minor administrative updates).
- Customer service staff are responsible for processing fees and charges associated with memorial plaques
- Approval for any memorial tree planting, plaque on seat, interpretative signage or historical marker which is not in accordance with the Memorial Planting and Plaques Policy will require approval through a Council resolution.

Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	16/04/2019	Group Manager Trees, Parks and Streetscapes	Draft for public exhibition