



## 1 INTRODUCTION

### 1.1 Purpose

To provide Council with a consistent approach to requests for the placement of small memorials in the Park Lands and Squares of the City of Adelaide that commemorate an event or person(s).

### 1.2 Definitions and Scope

These Guidelines are in addition to, and should be considered in reference to, Council's *Commemorative Plaques Operating Guidelines* and *War Memorials Operating Guidelines*.

For the purpose of these Operating Guidelines the following definitions will apply:

- **A Small Memorial** is defined as 'a plaque on a bench or a memorial tree established in memory of an event or person(s).'
- **A Donor** is defined as any person or group applying to commemorate an event or person(s) that conveys a positive message for the City
- **A Plaque** is defined as a bronze bench plaque mounted flush, with a text message displayed that does not exceed the accepted plaque size for the bench.
- **A Memorial Tree** is defined as 'a tree planted in memory of an event or person(s)'

Council will consider public requests for small memorials in the City that demonstrate the positive relationship between the community or person, group, animal, organisation or event being commemorated and the City of Adelaide.

Small objects (eg boulders, posts and plinths with plaques) will **not** be considered for placement as a memorial in the Park Lands and Squares due to their ad hoc nature. Risks identified from the ad hoc placement of small memorial objects include tripping, aesthetic clutter and a proliferation of footings, resulting in an increase in public risk and maintenance costs such as mowing, watering and vandalism.

**Approval for plaques on trees, or placed on the ground next to a tree, will not be granted.**

Installation is undertaken by Council staff and all small memorials (plaques on benches, new memorial benches and trees) become the property of Council.

### 1.2 Legislative and Corporate requirements

The installation of all small memorials in the Park Lands and Squares shall be consistent with Council's Risk Management Operating Guidelines and Park Lands Management Strategy and Community Land Management Plans.

The installation of Small Memorials in the Park Lands and Squares are not subject to Development Regulations 1993. Schedule 2 states that Development Approval is not required for "A sign displayed and erected by the Corporation of the City of Adelaide unless in relation to a commercial activity or purposes"

## 2 ADMINISTRATIVE POLICY

### 2.1 Relevant Policy

These Operating Guidelines have been prepared to ensure consistency with:

- **The Park Lands Management Strategy** - or endorsed Community Land Management Plans.
- **Urban Design Framework** (“Streets, Squares and Park Lands”)
- **Commemorative Plaques Operating Guidelines** - For stand-alone plaques commemorating a person(s), event(s) or historical locations in the City, on public and private buildings.

### 2.2 Principles

- Add to the cultural values of the Squares and Park Lands by allowing appropriate memorialisation of people and/or events with a connection to the City of Adelaide.
- Preserve the significance of small memorials and the amenity of open spaces by avoiding proliferation of small memorials.
- Ensure that small memorials deliver a benefit to the community.
- Ensure that small memorials are designed and located in accordance with Council policy, asset management, maintenance and occupational health and safety requirements.
- Ensure that small memorials are installed and maintained at no net cost to Council.

## 3. CRITERIA

### 3.1 Form

Small memorials will only consist of:

- a tree
- a new bench (which may replace an existing bench) fitted with a plaque
- a plaque fitted to an existing bench (but only where the bench has a remaining useful life of at least eight years)

A bench memorial and a memorial tree may be installed together so that a plaque can relate to both commemorative items. Memorial trees must be of a species and size which accords with an adopted Community Land Management Plan, Master Plan or other relevant Council policy or operating guideline.

In addition, a memorial bench will comply with Council’s *Adelaide Suite* of endorsed furniture and plaques must be supplied in bronze only and will not exceed 200mm X 50mm in size. Bench plaques will be cast with two lugs and four screw holes and mounted flush.

Further, text will be kept to less than 100 characters and avoid jargon and acronyms. The text will simply identify the person(s) or event to whom the bench is dedicated, or the individual or group who is the donor; ie “In memory of John Smith 1940- 2006” or “Donated by the Royal Society for the Arts during their national conference May 2006”. All text will be to the requirements of Council.

### 3.2 Duration

- Small memorials are installed for the life of the asset.
  - in the case of benches with plaques, this will be no less than 10 years.
  - in the case of trees, this will be determined by the life span of the tree.
  - in either case, these periods will be shortened where the small memorial is destroyed or damaged.
- When a small memorial reaches the end of its useful life (ie when a bench requires replacement and/or a tree dies), Council will contact the donor (as per the details contained in the Small Memorials Register) and the donor may elect to replace the small memorial at the donor's expense.
- If a bench or plaque has been irreconcilably damaged (other than by direct action of Council), every effort will be made to notify the donor and donor may elect to replace the small memorial at the donor's expense.
- No special care or guarantee of replacement of small memorials will be given. Maintenance of small memorials will only occur as part of Council's regular annual maintenance schedule and is only guaranteed for a period of ten years (for benches and plaques) or the life of the tree.

### 3.3 Location

- All requests for small memorials must be located in accordance with an endorsed Community Land Management Plan (CLMP), Master Plan, Concept Plan or other relevant Council policy or guideline.
- The acceptance and exact location of small memorials in the Park Lands and Squares of the City of Adelaide will be determined by decision of the Capital Works, Assets & Projects Committee or Council.
- Council reserves the right to relocate a bench or to move a plaque from one bench to another. In such cases, every effort will be made to notify the donor and a new location will be negotiated.
- No tree will be planted, or bench installed where:-
  - It impedes access to Councils' Park Lands and Squares infrastructure and services
  - it negatively impacts on the design of City Squares
  - it impedes the use of any area for events, active or passive recreation or sporting facilities
  - it will diminish public safety (ie benches will not be placed under medium to high risk trees, over sprinklers, on vehicle access sites etc).
- Small memorials will not be considered within:
  - The Pathway of Honour (only bona fide Ex-Service Organisations verified by the RSL SA Branch, are permitted),
  - Himeji Gardens,

- Cross of Sacrifice,
- Women's Memorial Garden,
- Ester Lipman Garden

unless specifically countenanced by a Master Plan, Conservation Plan or other Council guideline or policy.

### 3.4 Cost

The full cost of installing and maintaining all small memorials will be the responsibility of the donor and will be recovered via an upfront initial payment.

- A new bench with a plaque will require a payment of \$2,535 to cover the cost of the bench, installation of bench, attaching of plaque and maintenance.
- Plaques must be supplied to Council by the donor and must meet Council requirements.
- Where a plaque is to be fitted to an existing bench (which must have a remaining useful life of at least eight years), payment of \$500 is required to cover attaching of plaque and maintenance costs. Council will attach the plaque.
- A new tree must be supplied to Council in a condition that meets Council requirements, together with a payment of \$500 to cover installation and maintenance.

All costs quoted above are in 2005/06 dollars and will be indexed annually at CPI.

### 3.5 Significance

- The donor will provide in writing an account of the positive relationship between the community or person, group, organisation or event being commemorated and the City.
- No donor will be considered who has already provided a small memorial in the City.
- No new memorial will be considered for a person, group, animal, organisation or event already memorialised in the City.

## 4 ROLES AND RESPONSIBILITIES

**4.1 City Assets** - Engineering and Environmental Services Business Unit, through its Asset Manager Monuments and Urban Elements (plaques and benches) and Asset Manager Park Lands and Open Space (trees) will:

1. Establish and maintain a register of small memorials in the Park Lands and Squares.
2. Receive and assess all requests for small memorials in the Park Lands and Squares in accordance with the Criteria contained in Clause 3.
3. Ensure the request for a small memorial is consistent with Council's Community Land Management Plans and/or any other relevant Master Plan, Council plan, policy or guideline;

4. Grant approval (as appropriate) for the memorial to be installed and invoice the appropriate fee.

Upon receipt of the fee – and in consultation with the donor:

- negotiate the selection and purchase of the bench or tree
- negotiate an appropriate site to locate the small memorial
- liaise and instruct City Operations to install the small memorial in accordance with the Criteria.

#### **4.2 Donor will:**

1. Apply in writing the request for the installation of a small memorial in the Park Lands and Squares.
2. Bear all costs associated with the purchase of the tree, plaque and /or bench including installation and planting (as applicable).
3. Provide all trees and plaques ready to plant or install (as applicable).

## **5. MONITORING AND REVIEW OF GUIDELINES**

### **5.1 Indicators of effectiveness**

- The community has the opportunity to publicly commemorate person(s) or events in the City.
- Small memorials in the Park Lands and Squares are successfully managed.

### **5.2 Procedures / timelines for review**

The Review of the *Placement of Small Memorials in the Park Lands and Squares Operating Guidelines* will be undertaken as required.

The *Placement of Small Memorials in the Park Lands and Squares of the City of Adelaide Operating Guidelines* will be considered in the development of a future Memorials and Monuments Policy.

### **5.3 Review Responsibility**

The Review of the *Placement of Small Memorials in the Park Lands and Squares Operating Guidelines* is the responsibility of the Manager, Engineering and Environmental Services.