

# Policy

---

**Title:** **Donation of Park Furniture and Equipment, Memorial Plaques and Tree Plantings in Parks, Bushland and Reserves**

**Category:** **Recreation, Parks, Bushland and Reserves**

**Date Last Adopted:** 26 April 2021

---

## 1. Objectives

To provide clear guidance when determining requests in respect to the donation of park furniture, equipment and the installation of memorial plaques or the planting of trees as memorials in City-owned parks, bushland and reserves.

## 2. Background

The City periodically receives requests to accept donated furniture and/or equipment for installation in parks, bushland and reserves. Requests are also received for the installation of plaques to commemorate events or individuals

This policy was developed to provide consistency and clear guidance when such applications are received.

## 3. Policy

That:

### 1. Memorial Plaques

The installation of plaques in suitable areas be permitted on the following basis:

- (i) All costs being met by the applicant.
- (ii) Plaques be only installed to commemorate historically important national or state events, or people who have made a significant contribution to the social, political and cultural life of Hobart subject to the approval of the Parks and Recreation Committee.

- (iii) The location be to the satisfaction of the Director City Amenity with due regard to any management or master plans, the values of the park, bushland or reserve and needs of users.
- (iv) The plaque be maintained by the City in accordance with its standard level of service for a minimum of 10 years.
- (v) The application for a plaque be supported by a minimum of three third parties, one of which must be a local community group.
- (vi) The City reserves the right to remove the plaque. The applicant shall be consulted, where appropriate, in such circumstances.
- (vii) The City may reposition a plaque if necessary for any future park or reserve improvements. The applicant shall be consulted, where appropriate, in such circumstances.
- (viii) Where an organisation has previously installed a plaque commemorating a significant milestone or event that plaque may be updated if another milestone is achieved. Unless with the approval of the Director City Amenity, the size of the new plaque must remain the same as the original plaque.
- (ix) Wording should avoid terminology used in cemeteries and be uplifting. Where applicable, the wording would recognise the nominee and their qualities. The final format and wording is to be approved by the Director City Amenity.
- (x) The size of the plaque is to be 150 mm x 100 mm for infrastructure and 300mm x 300mm for trees. The Director City Amenity may approve a variation of the size due to the location of the plaque and the associated infrastructure.
- (xi) The material of the plaque is to be to the satisfaction of the Director City Amenity.
- (xii) The City is to maintain a register of memorial plaques, tree plantings, and donated furniture and equipment.

## 2. Planting of commemorative trees

The planting of trees as memorials is permitted in suitable areas on the following basis:

- (i) All costs being met by the applicant.

- (ii) Trees be only installed to commemorate historically important national or state events and people subject to the approval of the Parks and Recreation Committee.
- (iii) The location and tree species be to the satisfaction of the Director City Amenity with due regard to any management or master plans, the values of the park, bushland or reserve and needs of users.
- (iv) Memorial Trees can only be planted during the winter months.
- (v) The tree will be maintained by the City using standard arboricultural practices. Should the tree or related plaque be required to be removed, the applicant shall be consulted, where appropriate, in such circumstances.

3. Donation of park furniture and equipment.

The City welcomes the donation of park benches and other furniture (tables, barbeques, drinking fountains etc.) on the following basis:

- (i) All costs, including installation, being met by the applicant.
- (ii) The item of furniture or equipment is of appropriate quality, standard and design to the satisfaction of the Director City Amenity for the location.
- (iii) The location selected be the satisfaction of the Director City Amenity and will have due regard to any management or master plan, the values of the park and the needs of the users.
- (iv) Where the City is upgrading facilities and community groups wish to contribute towards the upgrade, a plaque may be placed in recognition of the support.
- (v) The City reserves the right to remove any donated item that has been damaged with the City to subsequently replace the damaged item as soon as practical.
- (vi) The City will maintain the item in accordance with its standard level of service for that type of item for a minimum period of ten years, or until the item is no longer functional.
- (vii) Any replacement costs being at the discretion of the Director.
- (viii) The party making the donation be permitted to have a plaque installed in recognition of the contribution, with the size and wording of the plaque to be to the satisfaction of the Director City Amenity

## 4. Legislation, Terminology and References

<b>Responsible Officer:</b>	Director City Amenity
<b>Policy first adopted by the Council:</b>	20/11/2017
<b>History</b>	
Amended by Council	23/9/2019
Biannual Policy Review	26/04/2021
<b>Next Review Date:</b>	April 2023
<b>File Reference:</b>	F17/165062