



POLICY NO: CCC.029

POLICY FOR MEMORIALS, NAMING OF COUNCIL FACILITIES AND DONATIONS OF PARK FURNITURE AND TREES

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SUMMARY

1. This Policy sets out the process to be followed when dealing with requests for memorials on Central Coast Council (Council) reserves, donation of park furniture and trees, or naming of Council owned facilities.

POLICY STATEMENT

2. Council will consider written applications for the placement of memorials on public reserves, including community, recreation and road reserves under the care, control and management of Central Coast Council.
3. Council will consider written applications for the donation of park furniture and trees in public reserves.
4. Council will consider written applications for the naming of Council owned facilities.
5. The contents of the written application are set out in the Procedures listed below.
6. Approval for any applications made under clauses 2, 3 and 4 can only be given by Council Resolution and in response to a completed written application.

PURPOSE

7. The purpose of this Policy is:
 - (a) To provide Council with a consistent approach to dealing with requests for memorials on Council reserves, requests to donate park furniture and trees, and naming facilities owned by Central Coast Council.
 - (b) To establish criterion against which to assess and respond to requests for the use of the Council reserves by individuals and community groups for the recognition of valued community members.
 - (c) To define conditions under which Council will accept donations and offers of park furniture, trees and/or other park infrastructure.
 - (d) To ensure that the naming of Council owned facilities is consistent with Central Coast community expectations, relevant legislation and the Geographical Names Board of NSW Guidelines where applicable.

GENERAL

8. A request for a commemorative memorial will be considered only if the person who is nominated (the nominee) has been deceased for at least six months, was of good repute and not likely to be the subject of controversy and:
 - (a) was widely known and respected within the local community; or
 - (b) had 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.
9. Council will not approve requests to commemorate a living person, except in special circumstances, such as providing recognition to a local citizen who has made outstanding contributions to the community over a period of greater than 10 years.
10. Council will not approve requests for the naming of Council reserves, reserve infrastructure or facilities after a person still holding public office.
11. With the exception of historical persons of distant past, naming after a person shall only be approved with the written consent of their immediate family.
12. Names considered offensive or likely to give offence will not be considered.
13. Notwithstanding an approval by the Council under this Policy, Council reserves the right to alter or rescind such approval by resolution of the Council.
14. This Policy should be read in conjunction with Council's Code of Conduct.

POLICY IMPLEMENTATION - PROCEDURES

Applications for memorials on Council land or land under the care and control of Council

15. Applications must be in writing and addressed to the Chief Executive Officer marked for the attention of Council's Property and Asset Management unit.
16. Applications must include a supporting statement for the nominee detailing how the nominee meets the conditions as stated in the Policy.
17. All applications should include a site plan indicating the proposed location of the memorial plaque.

18. The application must be supported in writing by a minimum of three third parties, one of which must be a local community group.
19. The documentation must be validated by Statutory Declaration.
20. In circumstances as determined by Council's Property and Asset Management unit where an application for a memorial plaque is potentially controversial or questionable, the application will be advertised for a period of 21 days to provide opportunity for community comment and feedback for consideration by Council.
21. For park furniture, plaque size will be limited to 150mm by 100mm and will be installed in the concrete base around the park furniture. Wording should follow a simple and standard format and avoid terminology used in the cemeteries. The wording will recognise the nominee and their qualities/attributes or an appropriate phrase outlined in the application.
22. The provision of memorial plaques at the base of trees will not be supported due to the potential trip hazard it presents on public reserves.
23. Evaluation of the appropriateness of the memorial plaque will be made by Council's Property and Asset Management unit in close consultation with the relevant Council asset user(s) and the Governance Unit.
24. All applications and any community feedback received will be given careful consideration by Council's Property and Asset Management unit prior to being presented to Council the via a quarterly Council Report.

Donation of Park Furniture and Trees

25. Applications must be in writing and addressed to the Chief Executive Officer marked for the attention of Council's Property and Asset Management unit.
26. Council will permit the donation of park furniture and trees subject to Council's direction with respect to appropriateness, location, standards of park furniture type and style, or tree species choice.
27. Consideration will need to be given to:
 - (a) infrastructure already at the location;
 - (b) maintaining safe passage for pedestrians and other park users;
 - (c) avoidance of any damage to the natural environment; and
 - (d) ensuring the donation meets with general community expectations for the area.

28. Due consideration of any Aboriginal connection with the site will also be required to be undertaken by Council.
29. Evaluation of the appropriateness of the donation will be made by Council's Property and Asset Management unit in close consultation with the relevant Council asset user(s) and Governance.
30. In those circumstances where an application to donate park furniture or trees is potentially controversial or questionable as determined by Council's Property and Asset Management unit, the application will be advertised for a period of 21 days to provide opportunity for community comment and feedback for consideration by Council.
31. All applications and any community feedback received will be given careful consideration by Council's Property and Asset Management unit prior to being presented to Council via a quarterly Council Report.

Application for naming facilities owned by Central Coast Council

32. All proposals to name or re-name a facility must be submitted in writing and addressed to the Chief Executive Officer marked for the attention of Council's Property and Asset Management unit.
33. Applications must contain the following details:
 - (a) Name and address of the requester;
 - (b) Sufficient information to clearly identify the facility (description, maps, drawing and any other relevant details); and
 - (c) Reason for the choice of facility, including discussing the origin and significance of the current name to the facility.
34. If the proposal is to commemorate a person, then additional information is required:
 - (a) Dates of birth and death;
 - (b) Association of the person with the facility to be named;
 - (c) Person's association and contribution to the local community;
 - (d) Source of the above information; and
 - (e) Any other relevant supporting documentation.
35. Applications must include a supporting statement for the nominee which detail how the nominee meets the conditions as stated in the Policy.

36. The application must be supported in writing by a minimum of three third parties, one of which must be a local community group.
37. The documentation must be validated by Statutory Declaration and signed by a Justice of the Peace, Legal Practitioner or Commissioner of Declarations.
38. Proposed use of Aboriginal names for a facility must demonstrate consultation with the Local Aboriginal Lands Council and Council's Indigenous Community Development Worker.
39. In circumstances as determined by Council's Property and Asset Management unit where an application to name or re-name a facility is potentially controversial or questionable, the application will be advertised for a period of 21 days to provide opportunity for community comment and feedback for consideration by Council.
40. Evaluation of the appropriateness of the naming or re-naming of a facility will be made by Council's Property and Asset Management unit in close consultation with the relevant Council asset user(s) and Governance.
41. All applications and any community feedback received will be given careful consideration by Council's Property and Asset Management unit prior to being presented to Council via a quarterly Council Report.

Naming of new facilities owned by Central Coast Council

42. For the avoidance of doubt, any new Council facilities are required to be named in accordance with sections 35 to 44 of this Policy and will require a Council Resolution.

Geographical Names Board

43. When considering a name proposal, Council must assess whether the proposed name needs to be registered with the Geographical Names Board under the *Geographical Names Act 1966*.
44. If Council registers the name with the Geographical Names Board, it will follow the relevant guidelines of the Board and, prior to forwarding a request for naming determination, Council's Property and Asset Management unit will ensure that:
 - (a) The community was consulted on the proposed name;
 - (b) The proposed name is widely supported by the community; and
 - (c) The proposed name has been formally endorsed by Council.

45. All applications and any community feedback received will be given careful consideration by Council's Property and Asset Management unit prior to being presented to Council via a quarterly Council Report

Cost

46. The applicant is required to meet all costs associated with the purchase, advertisement, delivery, installation and maintenance of the approved park furniture, tree(s) and/or the Council approved plaque.
47. Council's Property and Asset Management unit will contact each applicant and provide an estimate of the costs, which will be also be included in the quarterly Council Report.
48. Works will only commence once:
 - (a) a Council Resolution has approved the application; and
 - (b) the complete costs of the donation/memorial has been received by Council.
49. All works are to be carried out by Council employees or Council approved contractors.
50. Council's Property and Asset Management unit will co-ordinate the purchase of the park furniture, tree(s) and plaque, if required.

Maintenance

51. The donated park furniture or tree(s) will be subject to the same level of maintenance as other infrastructure located in the reserve.
52. The donation will remain in place as long as it remains in good working condition and complies with Council standards.
53. Council accepts no responsibility or obligation for repair of damage to, or theft of, the structure.
54. Applicants may re-apply should the park furniture or tree(s) need to be replaced.

REPORT TO COUNCIL

55. Any requests received under this policy will be subject to a quarterly report to Council.
56. Council's Property and Asset Management unit is responsible for the co-ordination of requests, actions under this Policy and for the preparation of the quarterly report to Council.

REVIEW

57. Council's Property and Asset Management unit will review this Policy every two years.

SUPPORTING DOCUMENTS

58. The following legislation and Council policies affect the operation of this Policy:

(a) *Local Government Act 1993;*

(b) *Local Government (General) Regulation 2005;*

(c) *Geographical Names Act 1966.*

(d) Council's adopted Code of Conduct.