

Burwood Council

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MEMORIALS POLICY

Burwood Council
Suite 1, Level 2
1-17 Elsie Street, BURWOOD NSW 2134
PO Box 240, BURWOOD NSW 1805
Phone: 9911-9911 Fax: 9911-9900
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

Public Document
Adopted by Council: 28 September 2010 (Min. No. 226/10)
Ownership: Technical Services and Operations

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1. INTRODUCTION

1.1. Citation

This Policy shall be cited as Burwood Council's Memorials Policy.

1.2. Purpose

Council recognises that members of its community may wish to use community open space (parks, reserves, streets, etc) to plant tree memorials, purchase and install a park bench or seat as a memorial to their loved ones. Other memorials may be placed by Council to commemorate an event or for the official opening of a recently completed Council project.

Memorials in the form of garden adornments, gazebos, benches and plaques are commonly found throughout the Sydney area, often in public parks. Memorials have been placed in Burwood's public spaces to honour notable residents. Indeed Council has placed and inscribed names in memory of soldiers lost in war. The Memorial Arch in Burwood Park is a fine example. However, the fundamental use of public parks and open space is for a variety of activities. They are not just a place of memorial so an excessive concentration of memorials in one place may change the nature of the park from a public park to a place of mourning.

The addition of memorial park benches etc can contribute to the useability of the park. In most circumstances, Council would support the placement of a memorial seat or unmarked tree planting within a Council park or streetscape providing the processes and details contained in this policy are considered.

The authorisation of the installation of plaques and other memorial artefacts (with the exception of memorial seats and the planting of unmarked trees) within Council's parks and reserves shall be generally confined to those events or ceremonies that are conducted by the Mayor or Mayor's Representative on the General Manager's approval. Requests for all memorials shall be made through the General Manager.

Accordingly, this policy has been drafted to provide a basis for memorial eligibility and guidance in the type of memorials available and their installation, location, cost and maintenance. This policy will also assist with memorial requests, without bias and without initiating a Mayoral ceremony for the unveiling of each memorial.

1.3. Scope

This policy will guide prospective memorial donors and Council's officers in the placement and type of memorial seats, trees and plaques in Council's parks, reserves, streetscapes and open space.

1.4. Council contact

General Manager.
Suite 1, Level 2
1- 17 Elsie Street
Burwood NSW 2134

PO Box 240
Burwood NSW 1805
Phone: 9911 9911

1.5. Land to which this policy applies

This policy applies to all Council owned public open space in the Burwood local government area.

2. PRELIMINARY DETAILS OF THE MEMORIALS POLICY

2.1. Memorial prerequisites

The following salient points shall be given consideration in the preliminary determination of an application for a memorial to the deceased in Council's open space. An application for a memorial, of the types included in this policy, can be made

by individuals (relatives or friends of deceased residents of Burwood) clubs, organisations, overseas delegates, Ambassadors, Councillors at the discretion of Burwood Council.

- The proposed memorial shall be to a person who was a resident of the Burwood local government area.
- The proposed memorial shall be to a person who made a significant contribution (through sport, community involvement, education etc) to the Burwood local government area.
- Council may require evidence of residence to support the memorial request.
- Council's open space is primarily used for public recreation and leisure activities. Open space is to be retained in use and character, as an area for recreation, not a memorial space, unless designated and approved by Council.
- The indiscriminate placing of memorials and plaques can detract from the use of the open space and may cause an unacceptable hazard or risk to users of the space and the staff who maintain it.
- This policy seeks to establish consistency and to control placing of memorials and plaques
- This policy is discretionary in that no precedent will be set, and each application will be determined on an individual basis.
- Council is under no obligation to accept the applicant's memorial proposal.
- The insurance, hazard and risk and Occupational Health and Safety ramifications of the proposed memorial.

2.2. Memorial costs

All costs including purchase, installation overheads and administrative charges shall be borne by the donor / applicant and paid to Council prior to installation. Council will itemise the full cost for the installation of the memorial to the donor prior to the works proceeding for the donor's approval. Goods and Services Tax (GST) is payable consistent with current GST legislation. There is no fee for a memorial application.

All routine maintenance costs and procedures, applicable to the location and type of memorial, shall be at Council's expense and responsibility. However, Council will not undertake special maintenance, for example polishing plaques or additional cleaning, beyond that required of the park, open space or street facilities, on memorials. Council will not fund the replacement of a memorial (refer section 4.10).

2.3. Memorials on Council's assets register

Once a memorial has been approved and installed on Council owned open space the particular memorial shall be added to Council's assets register. However, it should be noted that the applicant /donor remains the owner of the particular memorial. Council will be liable for any public complaints, potential hazards and risks that may arise in relation to the memorial. Council will pay a yearly insurance premium for the memorial together with all other Council assets.

3. TYPES OF MEMORIALS.

3.1. An unmarked memorial tree

The installation of an unmarked memorial tree can be arranged to commemorate a deceased person (refer Memorial Prerequisites 2.1 above). Proposed tree memorials shall be of a species that complies with Council's existing planting design, Street Tree Management Strategy, Tree Preservation Order and or relevant Plan of Management or by mutual agreement between the donor and Council. Weed tree species or trees that require particular maintenance or specific environmental conditions, not present on the proposed site, will not be permitted.

Please refer to Council's Schedule of Fees and Charges for tree planting in the relevant location.

3.2. Memorial tree planting details

Council staff will dig the tree hole and provide backfill, (stakes and guards if required) and mulch. Tree ceremonies can only be organised on normal working days when staff are available. Staff will not be available during busy maintenance times such as season changeover, or Christmas holidays. Memorial trees are best planted in early autumn. The placement of plaques under trees is generally not permitted. However, plaques under trees will only be permitted under special circumstances, such as where there is an established link between the deceased and the proposed location of the tree planting, or the deceased being of appropriate standing in the community or Council to warrant a memorial plaque at Council's discretion.

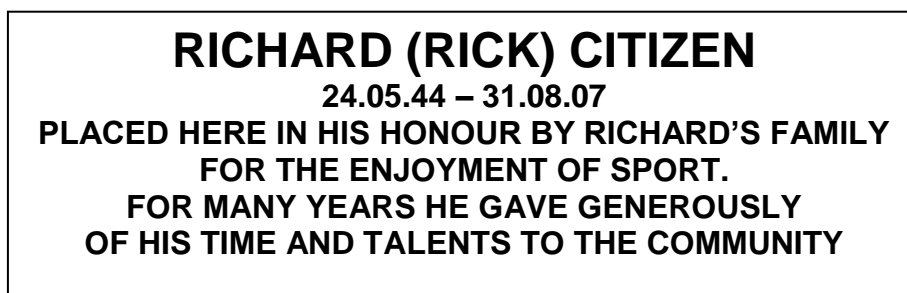
3.3. A marked memorial tree

Should a tree memorial plaque be permitted for installation with a memorial tree the suggested size of the plaque is 150mm x 100mm mounted on a concrete or stone base plinth as near as practicable to the tree trunk. The wording shall be proposed by the donor/ applicant for Council approval. Only one plaque per tree will be approved. Plaques are to be durable, safe, correctly fixed and located so as not to cause any hazard or risk. The method of plaque fixing to a stone or concrete plinth will need to be detailed and approved prior to any fabrication, and the method of fixing the plinth to the ground also approved. Plinths shall not cause trip hazards, damage mowing machinery or be installed like gravestones to be visually intrusive in the landscape. All materials are to be complementary to the context of the surrounding site. Marked memorials are not permitted on or near street trees.

3.4. Seat memorials

The installation of a memorial seat can be arranged to commemorate a deceased person (refer Memorial Prerequisites 2.1 above). Donors may request where they would like the memorial seat placed for approval by Council. A plaque for installation on the seat shall be stainless steel of maximum dimensions 100mm long x 45mm wide x 1.5mm thick with standard laser cut wording (see below for typical plaque inscriptions on seat memorials). Text will be submitted for Council approval. Only one plaque per seat will be approved. Council reserves the right to determine the need for a memorial seat, to negotiate the precise positioning and the appropriate maintenance of the seat to ensure maximum benefit to the community. Following the approval process Council will install the approved memorial seat. Council reserves the right to remove or reposition a memorial seat if necessary for any future park and reserve improvements.

3.5. Sample plaque inscription for seat memorials

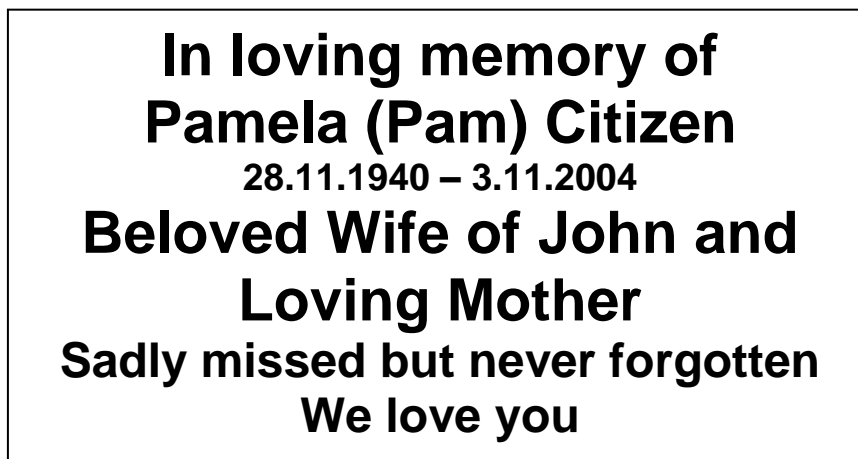


3.6. Plaques

The installation of a plaque is generally reserved for official Council endorsed ceremonies, openings of a major project, the marking of a historic event or to commemorate and recognise the contribution an individual has made to Burwood.

However, the installation of a memorial plaque may be considered, at the discretion of Council, to commemorate a deceased person (refer Memorial prerequisites 2.1 above). The placement of plaques may be permitted on existing park furniture, structures or utilities as appropriate and at the discretion of Council. The size, design and wording of plaques should be discrete and consistent with the character of the site into which it is being located. Plaques will be provided by the applicant / donor once the details have been approved by Council. Council will install the plaque at the donor/ applicant's cost. Plaques shall have no sharp edges or corners, and be designed to allow for epoxy glue mounting with rear location spigots or for corner screw mounting with one way vandal resistant or tamper proof fixings.

3.7. Sample inscriptions for a plaque memorial



3.8. Statues, sculptures and other memorials

A formal written request for the installation of a statue, sculpture or other memorial, not contained within the details of this policy, shall be required by the applicant / donor for formal Council resolution and approval. Details of the type of statue, sculpture or memorial proposed and a suggested location on Council open space will be required and further information shall be required as applicable on request. Council will consider the application on its merits and under special circumstances only.

3.9. Cremation ashes

The scattering or placement of ashes of the cremated deceased will not be approved on Council property. This service is available at various crematoriums around Sydney.

4. MEMORIAL IMPLEMENTATION

4.1. Memorial applications

A formal written request for a memorial is required by the applicant / donor. All requests for memorials shall be formally lodged in writing by the donor / applicant to:

The General Manager
Burwood Council
PO Box 240
Burwood NSW 1805

The applicant / donor should include the following information to support the memorial request.

- Advice on the deceased person's link with the site and or Burwood (for example the deceased person's address in Burwood and their length of residency).
- The type of memorial proposed and a suggested location in Council's open space.
- The proposed text for any plaque that may be included on the proposed memorial.

Following Council's internal assessment procedures a response letter will be forwarded to the applicant (refer sample response letter 4.8).

4.2. Internal assessment procedures for all memorials

Council staff will use the following criteria to assess the suitability of the proposed memorial and location.

- The proposed memorial is to a resident or a person who made a significant contribution to Burwood.
- Ease of access to the proposed location provided by a grassed area or an existing pedestrian path.

- Potential views in and out of the location.
- Limited potential for misuse of the location.
- Current and future usage of the location.
- Proximity to other existing park equipment, street furniture or traffic facilities.
- Proximity to other existing services (underground and overhead) driveways and constraints.
- Proximity to existing trees.
- Ground conditions, watertable, aspect and slope.
- Existing and proposed lighting and signage.
- Nature strip width (if applicable).
- Soil profile and type.
- Drainage issues.
- Future maintenance.
- Cumulative impact of multiple memorials.
- Any content which may cause offence to members of the community.

4.3. Internal assessment procedures for memorial tree planting

Council staff will use the following criteria, in addition to the criteria listed in 4.2 above, to assess the suitability of the proposed marked and unmarked memorial tree planting and location.

- Suitability of the proposed location for the memorial base plinth (if applicable).
- Potential to provide day long shade in summer or solar access in winter.
- Proposed tree species shall be compliant with Council's Tree Preservation Order and Street Tree Management Strategy

4.4. Internal assessment procedures for a memorial seat installation

Council staff will use the following criteria, in addition to the criteria listed in 4.2 above, to assess the suitability of the memorial seat installation and location.

- Ambient temperature and solar exposure of the proposed location.
- Potential misuse of the location (buttons may need to be included on the seat leading edge for skateboard prone areas).
- Age group of potential users (e.g. for elderly users, or blind people).
- Mounting suitability (to be surface mounted on concrete slab or subsurface mounted).
- Potential of the location for bird droppings.
- Proximity to other existing seating.
- Expected demand and usage of seat.
- Ground conditions (whether the location is flat and firm or does it require preliminary earthworks remediation).
- The seat type shall be suitable to the proposed location (Council has preselected various seat types for specific locations).

4.5. Internal assessment procedures for a memorial plaque

Council staff will use the following criteria, in addition to the criteria listed in 4.2 above, to assess the suitability of the memorial plaque installation and location.

- Mounting suitability.
- Proximity of the proposed location to other existing park equipment utilities, traffic, pedestrians etc.

4.6. Internal assessment procedures for statues, sculptures and other memorials

Council staff will consider the application to install a statue, sculpture or other memorial on a case specific basis as applicable to the proposed installation location and report findings and recommendations to the General Manager as

appropriate. The above mentioned internal assessment procedures and criteria relating to all proposed memorials will form a basis for assessment.

4.7. Memorial approvals

Approvals for unmarked trees, marked trees and seat memorials shall be at the discretion of the General Manager. All other memorials will require formal approval and adoption by Council. Memorial approvals shall be advised to the applicant in writing.

4.8. Sample response approval letter to the applicant / donor for a memorial seat

The following letter shall serve as a template to generate approval and applicant / donor acceptance for all memorial requests.

Dear (name of applicant).

MEMORIAL SEAT REQUEST

Thank you for your letter of requesting the installation of a memorial seat in memory of your late who was a resident of Burwood.

Council is pleased to advise that your request has been considered and is conditionally approved. Council prefers that any memorial items are kept discrete and subtle in its public open spaces. Accordingly, memorial park seats shall be fitted with small, discrete plaques.

The following specifications are itemised to determine your memorial seat installation.

- Council representatives will arrange to meet with you to locate the seat in a mutually agreed position inPark / Reserve / Streetscape.
- Your chosen park seat is a with 63 x 30mm hardwood slats, acoloured powder coated aluminium frame and sub-surface mounting on a concrete slab.
- The seat is supplied by,address..... valued at, \$..... (inc GST) including the fitting of the plaque and delivery.
- The seat will be installed on a concrete slab for \$..... (Council labour and materials).
- The memorial will be identified by a small engraved plaque of standard specifications, as detailed below, to be provided by you, delivered to and installed by the seat supplier (above).

Please provide Council with the proposed plaque wording for approval prior to purchasing. The plaque will be installed on the second top slat of the seat back with one way screws or flush mounted with epoxy resin. The plaque shall be of maximum dimensions 100mm long x 45mm wide x 1.5 mm thick.

The total cost to you will be \$..... inclusive of GST (plus the purchase and supply of the plaque by you). It is hoped the memorial seat will have a usable life span of 10 to 15 years. However, please note that replacement of the seat or plaque, if vandalised or stolen, shall be at your cost. All care has been taken to determine the location for the seat installation in view of future park development and operations. However, Council reserves the right to remove or reposition the memorial seat if necessary for any future park and reserve improvements.

Should you wish to proceed with this proposal, please indicate your acceptance by signing and returning this letter to Council. On receipt of your signed acceptance an invoice for \$..... inclusive of GST will be sent to you payable to Burwood Council. On receipt of your payment Council will order the seat and commence installation. The supplier will take approximately 6 weeks to manufacture and deliver the seat. The seat will be installed as soon as practicable by Council. Please contact Council's Senior Landscape Architect on 9911 9911 if you have any further queries.

Burwood Council endeavours to deliver its services and policies with the highest regard for its residents and ratepayers whilst maintaining a diligent and efficient service.

Yours faithfully

General Manager

I,, hereby give Burwood Council approval to purchase and install, on my behalf, the memorial seat to I understand that I will be invoiced \$..... for this service. I have included my preferred plaque wording for Council's approval.

.....
Name of applicant / donor

Date:

4.9. Council internal administrative procedures for approved memorial works

On receipt of the applicant/donor's signed approval letter (refer 4.8 above) the following internal Council administrative procedures shall be followed for approved memorial works:

- All the installation costs are to be charged against job number / work order set up called 'Memorial Policy'.
- Council will invoice the applicant /donor to the nominated work order / income number.
- Cashier's receipt to be sent to applicant/donor.
- Appropriate memorial ordered and landscape construction staff advised of location and due dates for programming of installation or planting.
- For a seat memorial, the plaque is to be forwarded to Council, or the seat manufacturer, by the applicant for fixing to the seat by either Council or the seat manufacturer (as determined by Council).
- For a tree memorial, the Council staff will dig the hole and provide and plant the tree and backfill, install stakes (if required) and mulch.
- Tree ceremonies can only be organised on working days when staff are available.
- Memorial seat installed and applicant advised of completed project (this may initiate a discrete family dedication ceremony in the park at the seat)
- Seat or new tree addition advised to asset officer for data input and inclusion in routine maintenance and insurance.
- All information in regard to the particular memorial application and approval to be 'Trimmed' to Council's records.

4.10. Replacement of a memorial

Memorials, plaques and statues often become targets for vandals and thieves and this vandalism may cause considerable distress to the donors and families. Council will maintain duty of care over the memorial on Council property. However, Council is not responsible for the memorial replacement if it is stolen or damaged.

Replacement of a memorial, if required for whatever reason, shall be at the donor's cost. Accordingly, the applicant / donor shall keep a copy of all the memorial information. In the event of memorial vandalism Council will attempt to contact the applicant / donor from the contact information provided with the initial application. The onus is on the applicant / donor to keep their contact details up-to-date with Council. Following successful contact with the applicant /donor Council will make arrangements for the memorial's replacement if required.

4.11. Alteration, relocation or removal of a memorial

Council reserves the right to alter, remove or relocate a memorial tree, seat, plinth, plaque or other structure upon which a memorial is fixed.

4.12. Procedure for the disposal of a memorial

Council cannot guarantee that a memorial will be retained in perpetuity. In cases where memorials are required to be removed, for what ever reason, Council will attempt to contact the applicant / donor to make suitable arrangements for the relocation of the memorial or its return to the applicant /donor.

5. PROPRIETARY SEAT STYLE FOR TOWN CENTRE AND PARKS

5.1. Seat style for the Burwood Town Centre

Emerdyn EM093 Boulevard Seat with timber slats (or similar approved)
Moodie CCF Restoration Seat with timber slats (or similar approved)

Emerdyn EM094 Boulevard bench with timber slats (or similar approved)
Moodie CCF Restoration bench with timber slats (or similar approved)

Street Furniture Australia – CMM 105 mall seat with armrests,
Jarrah or similar oiled (or similar approved)

Street Furniture Australia – CMM 405 mall bench,
Jarrah or similar oiled (or similar approved)

5.2. Seat style for Henley Park

To be advised on application.

5.3. Seat style for Burwood Park

Town and Park Furniture SSD/LF/T with select grade hardwood ecotimber slats (or similar approved)

5.4. Seat style for Wangal Park

To be advised on application.

5.5. Seat style for all other parks and reserves

To be advised on application.

6. RELATIONSHIP TO EXISTING PLANNING INSTRUMENTS AND CONTROLS

This policy applies to Community Land managed as Open Space by Council under the Plans of Management applicable to the land under consideration. This policy relates to Council's Tree Preservation Order, Street Tree Management Strategy, Landscaping Code, Public Works Elements Manual and Risk Management Policy.

7. COUNCIL OFFICER RESPONSIBLE FOR THIS DOCUMENT

For clarification of any aspects of this document contact the Senior Landscape Architect Burwood Council.

8. ACKNOWLEDGEMENTS

Burwood Council wishes to acknowledge the City of West Torrens *Memorials Policy A.7-1*, Shoalhaven City Council's *Emplacement of Plaques and Other Artefacts in Council's Parks and Reserves Policy* and, in particular, the staff at Kuring-gai Council for their help related to *Procedure Guideline – Version 3 Placement of Cremation ashes, Plaques and Memorials on Community Land classified as Open Space*. The aforementioned Councils and their policies have been used to help draft this policy.

9. POLICY REVISION

This policy shall be reviewed every five years, from the date of adoption, or as required.