



HUNTERS HILL MEMORIALS POLICY

PURPOSE

Hunter's Hill Council provides its residents with the opportunity to remember loved ones who have passed and have made a significant contribution to the local community. This can be achieved through the dedication of a memorial tree/seat/plaque.

This document will enable Council staff to determine the appropriateness/merit of each application.

SCOPE

The scope of this policy includes:

- All proposed memorials including trees/seats/plaques to be placed in any public space within the local government area.
- Any changes to existing memorials must comply with this policy.
- This policy is not applicable to privately owned property.
- This policy does not cover signage, display boards or banners.
- This policy overrides any previous plans or policy's regarding the issues outlined.

APPLICABILITY

This policy applies to:

- Council staff
- Councillors
- Residents of Hunters Hill
- Past residents of Hunters Hill

DEFINITIONS

Memorial	An object that is designed to preserve the memory of person, group, association, event or occasion.
Plaque	A flat tablet of metal that includes text and/or images that commemorate a person or an event and/or provide historical text or information relevant to its location. This could then be affixed to a seat for example.
Tree	A suitable tree as outlined in the Urban Design Strategy.
Seat	A seat/bench as outlined in the Urban Design Strategy.
Public Open Space	A Council controlled park or reserve.



POLICY STATEMENT

BACKGROUND

The Hunter's Hill Council Memorial Policy is important to Council and the community as memorials enrich community life without impacting negatively on the spaces which they occupy.

There has been growing interest with residents wishing to install memorials throughout Hunters Hill. Clearly Council needs to ensure the appropriateness of such installations and therefore a Policy outlining the scope for well-designed memorials that honour an individual is vital to a consistent planning methodology.

POLICY GUIDELINES

1. OBJECTIVES

1.1 The objectives of this Policy are to:

- a) Provide Hunter's Hill Council with clear guidelines and processes for the placement and installation of memorials throughout the Hunters Hill local government area.
- b) To provide the community with a transparent process for the placement of memorials in Hunters Hill.
- c) Ensure that Open Space land is primarily for use by the public for recreation and leisure activities, not a memorial space unless designated and approved by Council.
- d) Ensure that the placement of a memorial tree/seat/plaque is undertaken in a consistent manner to alleviate the indiscriminate placing that may have previously taken place.
- e) Ensure that Council is not bound by the applicant's proposal for a particular locality. Council is under no obligation to accept the applicant's proposal.
- f) Ensure that the design of memorials is consistent with community interest.
- g) To ensure that there is not an oversaturation in the placement of memorials in parks, etc.
- h) To ensure that the placement of any memorials does not present any safety risks to the Hunters Hill community.

2. TYPES OF MEMORIALS AVAILABLE

2.1 Trees

- a) Trees must be a species and size approved by Council's Parks and Landscape Coordinator and positioned in an approved location. Trees must also be planted seasonally, such as autumn or spring.
- b) Council selected species will ensure consistency with landscape design and existing future use of the area.
- c) All preparation work including digging, backfill, stakes and mulch and maintenance of the tree will be undertaken by Hunter's Hill Council staff.
- d) Council will purchase the tree, undertake the planting, and assist with the short-term establishment of the tree. A level of service consistent with the existing maintenance level of the park will be provided. Should the tree need replacement within the short term due to vandalism or lack of establishment, Council will replace it at no cost to the applicant.



- e) In some instances a tree guard will be required to ensure consistency with landscape design and to minimize the risk of vandalism.
- f) Tree ceremonies can be coordinated on days suitable for Council staff and must be prearranged and confirmed giving no less than 60 days notice.
- g) In the case that a mature tree is vandalized, pest infected or dies Hunter's Hill Council will not be responsible for its replacement.
- h) For details concerning plaques being affixed to a locality near a tree planting please see the section titled 'Plaques' listed below.

2.2 Plaques

- a) All wording for plaques must be preapproved before manufacture.
- b) The method of affixing the plaque to a rock, concrete plinth or cut stone will need to be detailed and approved prior to any fabrication.
- c) Plaques are to be durable, safe, correctly fixed and located so as not to cause any risk or hazard.
- d) Plaques affixed to plinths should not cause trip hazards, mowing or machinery damage or be set up like gravestones to be visually intrusive to the landscape. All materials used are to be in context with the surroundings.
- e) Plaques can be placed on park seating where it is deemed appropriate.
- f) The size of the plaque should be no less or greater than 21cm x 15cm.
- g) All costs associated to the plaques will be borne by the applicant.
- h) Should the plaque be removed or damaged Council is not responsible for its replacement costs.
- i) Hunter's Hill Council will only use aluminum or stainless steel plaques for their longevity, lightness, price, ease of reading and lack of discolouration over time.
- j) Lettering will be engraved and may be infilled with epoxy.
- k) Plaques will not have sharp edges or corners and be designed to cater for corner screw holes.
- l) Inappropriate language on plaques will not be permitted. All language must be preapproved prior to going to production stage.

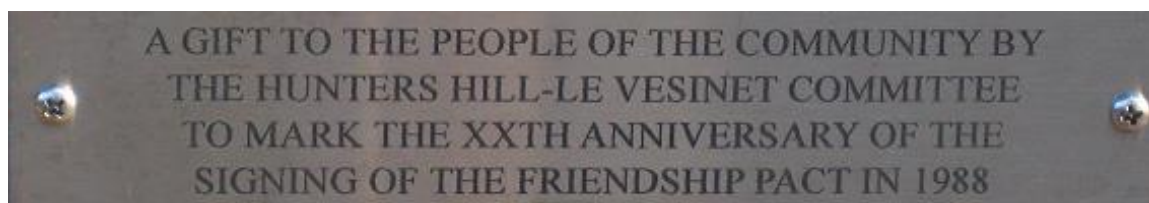
2.3 Memorial Seating

- a) The type of seating to be used is to be confirmed in accordance with the Hunter's Hill Urban Design Strategy.
- b) The preferred location of seating is to be outlined by the applicant with final approval to be determined by Hunter's Hill Council.
- c) The style of seating must be consistent with the Urban Design Strategy and the location for that area.
- d) A memorial plaque may be affixed to seating with all associated costs being borne by the applicant.
- e) A quotation for the supply and installation cost of the seat will be provided to the applicant upon approval of the application.
- f) Maintenance of seating will be undertaken within existing service levels.
- g) Any plaques to be affixed will be placed centrally to the top rail of the backrest and is sized to fit the timber. The maximum time expected from payment to installation will be no more than 3 months.
- h) The estimated lifespan of seating is difficult to calculate due to variations in weather conditions and general use.

3. GENERAL SPECIFICATIONS

- a) Hunter's Hill Council will provide an existing or new seat if determined feasible. Hunter's Hill Council will provide a new tree if deemed feasible. All costs to be incurred by the applicant.
- b) Hunter's Hill Council will maintain the tree/seat/plaque.
- c) Only one plaque per seat is to be affixed.
- d) There is only one style of plaque that can be selected. See Example 1 below.
- e) Hunter's Hill Council or a designated contractor is responsible for affixing plaques and planting trees.
- f) All applicants must complete the attached application form.
- g) Hunter's Hill Council will approve all wording on memorial plaques.
- h) Applicants are responsible for payment for trees/plaques/seating and all costs associated with their installation.
- i) Once approved and allocated, a location will be held for a period of four weeks, after which Council will withdraw the application. An applicant may reapply.

EXAMPLE 1



4. HOW APPROVALS ARE GRANTED

- a) The General Manager will determine applications for memorials and advise the Mayor of the decision. In determining an application the General Manager will take the following into consideration:
 - i. existing memorials in the vicinity of the proposed plaque.
 - ii. the following criteria:
 - How long did the nominee reside in Hunter's Hill?
 - What community service objectives did the nominee undertake?
 - What community groups did the nominee sit on?
 - Was the nominee regarded highly in the community for their achievements/service work?
- b) Requests for memorials that do not address the above criteria will be referred to Council for approval.
- c) Decisions will be confirmed in writing to the nominator within twenty (20) working days.
- d) The Council reserves the right to refuse applications for placement of plaques.

5. IMPLEMENTATION PROCESS

- a) Applicant may complete an application form which is available online at www.huntershill.nsw.gov.au or contacts Hunter's Hill Council on ph: 9879 9400.
- b) Applicant to read all conditions associated on the form and forward application to Hunter's Hill Council.
- c) Response letter forwarded to applicant noting that application has been received and is under review.



- d) Determination of application to be made by Hunter's Hill Council within 20 working days.
- e) Tax invoice to be forwarded to applicant.
- f) Payment from applicant has been received.
- g) Cashier receipt sent to Council officer to forward to applicant with letter setting up site meeting to locate seat/tree or plaque or combination. Plaque details confirmed at this meeting.
- h) Council to order appropriate seat/tree/plaque and landscape trades supervisor advised of location and due dates for programming of installation or planting.
- i) Once installation has taken place the applicant is notified of the completed project. The applicant is free to hold a discreet family dedication ceremony in the park at the memorial.
- j) The seat addition or new tree is advised to the appropriate staff member for data input and inclusion in routine maintenance.

RELATED POLICIES

Hunter's Hill Council Urban Design Strategy

Hunter's Hill Council Cultural Plan

POLICY OWNER

The policy authority for this document is the Director, Services Delivery and Special Projects.

AUTHORISATION AND REVIEW

This Policy is to be reviewed annually.

This Policy was reviewed in April 2020. Minor changes or amendments were required.

Version Control Table

Date	Version	Res. No.	Key Changes	Author
28.07.2008	1.0	274/08	Adoption of policy by council	W&S Manager
14.09.2009	1.1	285/09	Amended, clause 2.3 (costs) and set clearer guidelines	B. Smith
18.10.18	1.2		Minor Amendment to Application Form to update Council contact details	W. McGuirk
16.04.20	1.3	114/20	Amended to reflect : - updated roles; - approval process (Clause 4); and - costs (clause 2.3(e)).	C Pass, Governance



APPENDIX 1

APPLICATION FOR MEMORIAL TREE/SEAT/PLAQUE

Plaques will be supplied by Hunter's Hill Council following approval of the application and payment.

- All applications are to be forwarded **WITHOUT** payment.
- An invoice will be provided upon approval.

Further inquiries can be directed to Hunter's Hill Council ph: 02 9879 9400.

LODGE YOUR APPLICATION

	EMAIL	council@huntershill.nsw.gov.au	<input type="checkbox"/>
	MAIL	Group Manager, Service Delivery Hunter's Hill Council, PO Box 21 Hunters Hill, NSW 2110	<input type="checkbox"/>

APPLICANT DETAILS

TITLE		NAME		SURNAME	
ADDRESS					
SUBURB		STATE		POST CODE	
PHONE		WORK		MOBILE	
EMAIL					

NOMINEE DETAILS

TITLE		NAME		SURNAME	
REQUEST FOR MEMORIAL TYPE (Please tick)					
<input type="checkbox"/>	Planting of a Memorial Tree	PARK NAME			
<input type="checkbox"/>	A Memorial Seat	PARK NAME			
<input type="checkbox"/>	A Memorial Plaque	PARK NAME			

REASONS FOR MEMORIAL REQUEST (Please address the approval criteria)

How long did the Nominee reside in Hunters Hill?



REASONS FOR MEMORIAL REQUEST (Please address the approval criteria)

What community service objectives did the nominee undertake?

What community groups did the nominee sit on?

Was the nominee highly regarded in the community for their achievements/service work?
(This can include the wider community as well as the community of Hunters Hill)

Other reasons for nomination?



SUGGESTED WORDING FOR THE PLAQUE (Please check all spelling)

OFFICE USE				
APPLICATION DATE			CRMS No	
CUSTOMER SERVICE OFFICER			CRMS DATE	
APPROVAL GRANTED	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
APPROVED BY			DATE	
FEE TO BE CHARGED			INVOICED	<input type="checkbox"/>
NOTES				