



MEMORIALS IN OPEN SPACE POLICY

Policy Owner: Director Open Space & Infrastructure

Category: Operational

Direction: 1. Our Living Environment

1. STATEMENT OF INTENT

- 1.1. North Sydney Council receives numerous requests from individuals and groups wishing to commemorate a loved one and respected person/s through a memorial within one of North Sydney's open space locations.
- 1.2. The purpose of this policy is to ensure that applications for memorial are determined and managed on a consistent basis.
- 1.3. The objectives of this policy are to:
 - a) provide the Council with a consistent approach to dealing with requests for memorials within open space;
 - b) establish criteria to assess and respond to requests for a memorial by individuals and groups for the recognition of appropriate community members; and
 - c) define conditions under which the Council will accept requests for memorials.

2. ELIGIBILITY

- 2.1. This Policy applies to all open space under the ownership or care and control of the Council.

3. DEFINITIONS

- 3.1. Memorial - an object established in memory of a person e.g. memorial seat.

4. PROVISIONS

- 4.1. Approvals for a memorial may be granted by the following Council staff with reference to the criteria set out in this Policy. This procedure may be altered by the General Manager.
 - a) Director Open Space & Infrastructure
 - b) Manager Parks & Reserves

c) Council Historian

4.2. A request will be considered where a person is deceased and:

- a) has a recognised historical link with the locality of North Sydney;
- b) is generally acknowledged as having made a significant contribution to the social, economic, sporting and/or cultural development of the community of North Sydney; and
- c) is of good repute.

4.3. Council will only consider the donation of a tree (excluding a plaque) as a memorial. The location of the proposed planting will be in line with Council's existing tree management policies, and be approved at the discretion of Council. No other type of memorial e.g. park furniture or standalone plaque will be considered.

4.4. Applications must be made via the *Memorials Application Form*. Applications must include a supporting statement detailing how the nominee meets the criteria outlined in section 4.2 this policy.

4.5. Memorial trees will be of a required species and size that suits the proposed location, and be determined by Council.

4.6. Consideration will be given to relevant Policies, Plans of Management, Masterplans, capital works programs, the safety of park users, protection of the natural environment, and ensuring the memorial tree meets with general community expectations for the area, including due consideration of any indigenous connection with the site.

4.7. The applicant is required to meet all costs associated with the purchase and installation of the memorial tree.

4.8. The memorial tree will be subject to the same level of maintenance as other trees located within open space. The tree will remain in place for as long as it meets the useful life expectancy (ULE) as covered by Section 16 Tree and Vegetation Management of the *North Sydney Development Control Plan*.

5. RESPONSIBILITY

5.1. Council's Manager Parks & Reserves is responsible for the implementation of this Policy and is the contact person for enquiries regarding memorial trees.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and

documents:

- Development Control Plan
- Street Tree Strategy
- Urban Forest Strategy
- Other Plans of Management or Masterplans (as applicable)

Version	Date Approved	Approved by	Resolution No.	Review Date
1	11 September 2023	Council	271	2024/25