

Ōrākei Local Board

Plaques and Memorials in Parks and Reserves Policy and Guidelines

(Referred to in this document as “the Policy”)

General Purpose of this Policy and these Guidelines

Exercising the delegation granted by the Governing Body of the Auckland Council, the Ōrākei Local Board of the Auckland Council makes the following policy and guidelines to action requests for plaques and memorials, including memorial planting, in Council controlled parks and reserves within the Ōrākei Local Board area, and over which the Board has governance, and to provide information for applicants wishing to make a request for a plaque and memorial.

Requests for plaques and memorials can be instigated by members of the public, Council staff, and the Board.

The Board may review and amend the Policy at any time.

This Policy can be read as providing direction to Auckland Council staff and contractors on principles and procedures when actioning requests for plaques and memorials in parks and reserves, on furniture and other Council property in parks and reserves within the Board’s governance.

Out of scope of this Policy are art works and informative and interpretative signage.

Definitions

For the purpose of this Policy:

- Plaques are flat tablets of metal, stone, or other material which includes text and or images. These are used to commemorate and recognise a place, person, organisation or significant event by providing historical information interpreting the placement of the plaque in relation to the place, person, organisation or event being commemorated.
- Memorials are objects established in memory of a person or event. This includes remembrance structures such as park benches and memorial trees.

Principles

1. Memorials including plaques are an important part of the recorded history of an area and an acknowledgment of significant people and events.
2. While the Board supports interpretative signage, plaques and memorials will only be installed if the applicant can advance a sound reason for the request.
3. Reasons may include the formal recognition of a civic or national event or person or a culturally significant location. An event may include the opening of the park or reserve, or unveiling of a major facility on a park or reserve; visits by distinguished

persons or dignitaries; commemoration of international, national and local events; anniversaries of community organisations; organisation or community group involved in the development of, or gift of a facility in, a park or reserve.

4. It is to be noted the Board's Parks and Reserves Naming Policy states: "A plaque may be erected giving details about the name."
5. Where an existing reserve management plan provides for a plaque or memorial, this shall be applied.
6. It is important that memorials and plaques do not detract from the natural setting, or create a feeling of exclusive ownership over part of the site.
7. To avoid a proliferation of plaques on park furniture no plaques should be approved unless the furniture has been actually gifted to the Auckland Council and the donor wishes the gift to be acknowledged. The Board is concerned at the number of plaques being added without approval to park benches, particularly along beaches, which give the erroneous impression that the seats had been donated. Where possible, such plaques will be returned.
8. When a seat is donated, should the donor wish to affix a plaque, and approval has been given, then the plaque will be installed in the concrete pad beneath the seat. Other plaques may be mounted on a small concrete plinth, which is then set into the ground at the base of the tree or larger memorials. An exception could be where a tree is planted in a formal setting with pavement, in which case the plaque may be better set direct into the pavement. In all cases consideration must be given in the location of any plaque to the maintenance of both the plaque and the area surrounding the plaque, and the safety of park users.
9. Decisions to approve any plaque or memorial must consider the design, scale, wording, location, maintenance, potential removal and replacement. Plaques and memorials may be re-located for reasons such as security, safety and to enable approved park developments, and if agreed by donors or their family returned to them.
10. Plaques and memorials are to be consistent with relevant design standards.
11. Memorial planting must be done as part of a planting programme approved by Council to ensure suitable species are selected and planted. Appropriate Council staff will supervise the planting. This includes replacement of a tree if for any reason the tree needs to be replaced. If trees have been planted without approval they may either be removed or not maintained if they are an unsuitable species. Plaques with trees are not permitted unless approved by the Board.
12. If the donated tree dies, the Council is under no obligation to replace it.
13. Applicants must meet the initial cost of plaques and memorials, and in the case of memorial planting the costs of the tree(s), and the cost of supervision when the planting is done. Council will maintain and fund the ongoing maintenance of approved memorial trees.
14. All plaques and memorials must be maintained in good order and repair to retain legibility and a sense of civic pride.

15. A comprehensive record and image must be kept of approved memorials, plaques and trees, which must include the rationale behind the decision to approve them as an important reference for researchers, cartographers, publishers, government authorities, and the public; and to fulfil the expected requirement of the Resource Management Act 1991 that local government has to recognise and protect historic heritage. In particular, the record must also include:
- (i) the name and contact details of the applicant;
 - (ii) the name and address of the park or reserve;
 - (iii) the type of plaque or memorial;
 - (iv) the GPS reference or physical measurement;
 - (v) photographs showing the location and detail of the installed plaque and/or memorial and/or tree.

Procedure for Dealing with and Assessing Applications

- (1) Enquiries should be directed to the Parks and Places Specialist for Ōrākei, who will have a pre-application discussion with the applicant.
- (2) If then generally supported by the Parks and Places Specialist, the applicant should be directed to submit a Plaques and Memorials Application on the approved form, together with a photograph of the proposal and the proposed location, and payment of an application fee.
- (3) The application will then be assessed formally by the Parks and Places Specialist, according to this Policy, who will then report, with recommendations, for consideration by the Board.
- (4) All requests must be considered in a consistent, transparent and impartial manner by those authorised to assess the application.
- (5) Once the application has been considered by the Board, the Parks and Places Specialist will then notify the applicant and inform them of the outcome, and if approved, the necessary follow-up details including advice of the implementation costs.
- (6) Implementation will be carried only after receipt in full of all implementation costs.

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