

Donations for Provision of Park Benches Policy

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Approved by:	Council
Internal, external or both:	Both

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1 TITLE

Donations for Provision of Park Benches Policy

2 BACKGROUND

- 2.1 Public open space owned or controlled by Council is managed by Council in the best interests of the Glen Eira community as a whole.
- 2.2 Council notes that opportunities exist in cemeteries, places of worship, and on private property for individuals to be recognised without the involvement of Council.

3 OBJECTIVE

To:

- 2.1 enable financial donations to Council to assist Council to provide benches in Council parks and reserves; and
- 2.2 enable recognition of individuals, couples or community organisations through a Council plaque affixed to a Council bench.

4 SCOPE

This Policy applies to all employees.

5 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Council	Glen Eira City Council
employee	Permanent, temporary and casual staff directly employed by Council
Policy	Donations for Provision of Park Benches Policy

6 POLICY

- 6.1 All matters under this Policy are determined by Council in its absolute discretion.
- 6.2 Subject to this Policy and the guidelines in Schedule 2 of this Policy, the donor under section 6.7.1 of this Policy may indicate whether they would like a plaque of personal recognition (as provided for in the guidelines in Schedule 2 of this Policy) and, if so, may indicate a non-binding preference for a particular park or reserve and a general location within that park or reserve.
- 6.3 Any recognition of any individual, couple or community group will be subject to Council's unqualified responsibility for managing public open space owned or controlled by Council.
- 6.4 This Policy and any actions taken under it do not create or confer any rights, property or otherwise, in relation to land or property owned or controlled by Council.

- 6.5 Council does not accept responsibility arising from the installation of a plaque that at a later date is the subject of a dispute between individuals or the community.
- 6.6 In managing public open space in the best interests of the community as a whole, Council may, in its absolute discretion, consider and apply the guidelines in Schedule 2 of this Policy.
- 6.7 Donations
- 6.7.1 A person may propose donating to Council the monetary amount under section 6.7.4 of the Policy to assist Council in providing benches in its parks and reserves by completing the Application Form for Donations for Provision of Park Benches.
- 6.7.2 Council must not accept any conditions attached to a donation to provide benches in its parks and reserves.
- 6.7.3 Donations of benches or other goods will not be accepted under this Policy.
- 6.7.4 The quantum of donation under this Policy, as set out in Schedule 1 of this Policy, will be set by Council from time to time having regard to the cost of supplying, installing and maintaining a bench in an unprotected environment.
- 6.7.5 Council may accept or decline any donation in its absolute discretion.
- 6.7.6 The need for benches, the location of benches and the type of benches will be determined solely by Council and informed by Council's Open Space Strategy, Park Master Plans, other Council policies and land management considerations.
- 6.7.7 Benches installed under this Policy remain the property of Council.

7 HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

8 ASSOCIATED DOCUMENTS

Application Form for Donations for Provision of Park Benches

9 REFERENCES/RESOURCES

Council's Community Grants criteria.

SCHEDULE 1

The quantum of the donation referred to in section 6.7.4 is \$3,500.00.

SCHEDULE 2

GUIDELINES

Personal Recognition in Public Open Space

1. Plaques of personal recognition must not be located in proximity to sites of general recognition, including, but not limited to:
 - War Memorials (e.g. those in parts of Caulfield Park, Bentleigh Reserve, Memorial Park, Koornang Park, Hopetoun Gardens, McKinnon Memorial Garden); or
 - areas of Indigenous significance (e.g. Mallanbool Reserve, Booran Reserve).
2. If Council declines the nomination of a particular park, reserve or location, a donor may ask to have their proposal retained for future consideration.
3. Plaques will be supplied and installed by Council, will be made of metal 15cm by 5cm, of a uniform design and will remain the property of Council.
4. The benches and plaques will be maintained by Council.
5. The text for the plaque will be substantially in the following format:

<p>In recognition of < Name of individual or couple / Name of community group* > <year affixed or other significant dates></p>

6. Plaques must only recognise an individual, a couple (e.g., not families, events, causes, groups, organisations, movements, commercial interests etc.) or a not-for-profit community group* as recognised by Council's Community Grants criteria.
7. The plaque must not contain other content including, but not limited to, symbols, images, emblems etc.
8. Plaques must not include the identity of the donor.
9. Subject to these Guidelines, the plaque will be displayed for a period of ten years from the time of its affixing to a bench.
10. At the expiry of the term specified in section 9 of these Guidelines, Council will use reasonable endeavours to contact the donor and allow the donor to make a new application under section 6.7.1 of the Policy.
11. If a new application under section 6.7.1 of the Policy is made within six months of the expiry of the term specified in section 9 of these Guidelines and a new donation is made at the quantum of donation referred to in section 6.7.4 of the Policy, the plaque will be displayed for a further period of ten years.

12. If a new application under section 6.7.1 of the Policy is not made within six months of the expiry of the term specified in section 9 of these Guidelines, the plaque will be removed, and Council will use its best endeavours to gift the plaque to the donor.
13. Council may affix plaques to an existing or additional bench.
14. Only one plaque will be affixed to any one bench.
15. Council may relocate any bench containing a plaque to another location in the same park or reserve at its absolute discretion. Council will use reasonable endeavours to inform the donor of any such relocation.
16. Council may relocate a plaque to a different bench within the same park or reserve at its absolute discretion. Council will use reasonable endeavours to inform the donor of any such relocation.
17. Council may remove any plaque at any time at Council's absolute discretion.
18. If Council exercises its discretion under section 15 of these Guidelines, it will use reasonable endeavours to reimburse the donor their donation on a *pro-rata* basis.