

<b>Parks and Reserves Donation Policy</b>			
<b>Approved By:</b>	Council		
<b>Department:</b>	Works Asset		
<b>Date Approved:</b>	13 August 2014		
<b>Next Review Date:</b>	August 2017	<b>DOC ID:</b>	215710
<b>Relevant Legislation:</b>	Local Government Act 2002		
<b>NCC Documents Referenced:</b>	Memorials Policy		

## Purpose and Scope

Council frequently receives requests from people wishing to donate items for use in its Parks and Reserves. These items can range from park furniture (predominately seats) to trees, to a parcel of land for Reserve purposes. In many instances these requirements can be accommodated. However, in the absence of any formal Council policy the line can sometimes be blurred as to what is acceptable and what is not. The following policy sets out clarification on these issues to provide guidance to Council officers in assessing receipt of such donations.

## Objectives

1. To consider any request for a donation to the City's Parks and Reserves and identify whether it will be beneficial to a specific Reserve intended, and to the community.
2. To identify what donations are acceptable for Parks and Reserves, and to be managed by Council officers.
3. To set in place formal procedures to be followed by Council officers in order to address each potential donation.
4. To manage all donated items in a sustainable manner.

## Policy

1. Any offer of donations will take into consideration the compatibility of the proposed item in relation to the character and use of the Reserve intended. Consideration shall also be given to whether there is a direct benefit to the community using the Reserve and also the ease of cost and maintenance.
2. Council officers have delegated authority to accept and action all donations of items such as park furniture, trees, plants, money for specific projects (up to the value of \$10,000) or any other similar

small item considered suitable. Any monetary donation to the City above \$10,000 will be reported to the Chief executive or the Mayor for their approval to accept.

3. Any donation that is an ornamental feature, fountain, sculpture or statue will be referred to the Arts Advisory Panel for a recommendation to be considered by the Community Development Committee for approval.
4. Any donations or bequest relating to the donation of land for Reserve purposes will be considered by the relevant Asset Manager to identify the suitability to the City and community, and shall then be reported to Council for their approval.
5. Similarly, any donation to the City that commemorates an individual, group, or a specific event, such as a visit by Royalty, Head of State and other dignitaries, commemoration of international, national or local events, anniversaries of community organisations and other events of a civic nature shall be referred to the Memorials Policy for Council's approval.
6. Areas where donations are deemed acceptable shall be any Greenbelt Reserve, Neighbourhood Park, Foreshore Reserve, Public Garden, Cemetery or Sportsground, other than those Reserve areas set aside for a dedicated purpose, such as Waahi Tapu, hillside protection, historical or cultural purposes. A further area of exclusion for public donations will be any area adjoining the Rotary Pathway. Applications for donations to areas adjoining the Rotary Pathway will be referred to the Rotary Pathway Trust.
7. The donation of any park furniture must be of a specific design which is conducive to the area into which it is intended to be installed. All park furniture designs shall be approved by the relevant Asset Manager before any purchase procedures commence. Any decision on furniture design will be cognisant of any existing plans, policies or guidelines specific to the Reserve intended.
8. In recognition of a donation a small plaque may be affixed to, or installed near to, the item in question. Any such plaque shall only contain reference to the fact that the item was donated by a specific person or family, or some form of acceptable generic wording, such as a short phrase. No plaque shall contain any memorial type wording, such as would normally be seen in a cemetery. All plaques shall be of a standard size, material, font and design. If the item being donated is a memorial item, then the donation must be referred to the Memorials Policy.
9. Any person wishing to donate any item shall cover all costs associated with purchase and installation. These costs will include the purchase of the stock item or plant, freight, preparation work (such as a concrete pad for a seat), staff costs associated with planting or installation and the cost of producing and affixing an acknowledgement plaque.
10. Any donated item will be maintained by Council during the normal life of that item. In the case of park furniture the normal life expectancy is around 20 years, and with trees it is dependent on the species concerned and the environment into which it has been planted. Council will not accept any donation which is likely to require excessive ongoing maintenance and repair.
11. No donated item will be considered to be a feature of any Park or Reserve in perpetuity. Once the natural life expectancy of that item has been reached Council accepts no obligation for replacement. Any replacement which Council may undertake will no longer be considered as being associated with the original donation.
12. Council will not accept responsibility for any donated item that is destroyed, vandalised or dies.
13. All applications associated with the donation of any kind must be in writing.