

**Policy Title:** COMMEMORATIVE PLAQUES AND MEMORIALS POLICY

**Policy Subject:** Parks

**Policy No:** #3464153v7 – CP066

**Directorate:** Development & Community

**Department:** Open Space & Environment

**Section:** Parks

**Responsible Officer:** Executive Manager Open Space & Environment

**Authorised by:** Director Development & Community

**Adopted Date:** 26/06/2019

**Review Date:** 26/06/2022

**Amended Date:** 23/09/2020

**Risk Assessment:** Low

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#### **OBJECTIVE:**

To provide guidelines for the approval, construction, placement and maintenance of commemorative plaques and memorials throughout the Fraser Coast Regional Council area.

The Policy intent is that new commemorative features will accord with Council's Parks Hierarchy and be incorporated in areas where new or replacement capital projects are planned rather than in new areas to ensure that additional commemorative features do not add an additional maintenance cost beyond that already factored in Council's long term planning.

The policy also recognises through the provision of plaques and memorials those that have passed away on Council property.

#### **POLICY: *COMMEMORATIVE PLAQUES AND MEMORIALS POLICY***

##### **Philosophy**

To ensure that commemorative plaques, memorial seating and related, are considered for approval in a consistent manner in accordance with Council's parks hierarchy, with consideration given to practicality of management, standard sizing, format and location for the Region. The focus of new commemorative features is to incorporate them into planned Council capital projects where appropriate rather than creating new or additional assets.

##### **Role**

This policy will guide and set parameters for the installation of memorial seats and the placement of plaques on particular items of park furniture and assets throughout Council managed public spaces within the Fraser Coast Local Government Area.

##### **Authorities & Responsibilities**

Administered by the Open Space & Environment Department through delegation by *Executive Manager - Open Space & Environment*.

**Scope & Activities**

1. Completed *Application Form* to be submitted to Council, detailing the reasons for the request to install a *commemorative plaque, bench seating or table setting*.
  2. *Commemorative plaques ("plaques")* are to recognise community groups (but may include individuals nominated for services to a group/organisation, if nominated by the organisation) or donations by community groups only, unless otherwise approved by Council resolution.  
*Commemorative plaques may also recognise persons who have passed on Council managed land at the discretion of the authorising officer.*
  3. The application must nominate the preferred suburb, location or Pier/Jetty for the plaque or memorial to be situated. However, the final location of the approved site will be at Council's discretion (Pier/Jetty locations available for plaque placements only - not furniture.)
  4. Memorial bench seating or table settings (or other assets) can be utilised to recognise individuals. However these can only be established as part of a scheduled renewal or replacement of existing assets, or as a contribution toward the cost of planned new capital works (i.e. paying for the value of a new table or bench, which is already planned for construction).
  5. If proposed purpose/location deemed appropriate, Council will refurbish existing setting or purchase and install a memorial seat or table setting or other asset at a cost to the applicant (only as part of Council's existing renewal & replacement program, or a new capital project).
  6. Any installations, renewals or replacements must be done so that designs, colour and pallet used are consistent with Council's relevant technical specifications and style guides.
  7. Once donated and installed the bench seat, table or other asset becomes the property of Fraser Coast Regional Council.
  8. Ongoing maintenance of the asset is undertaken by Council (at no additional cost to applicant) and in accordance with asset management standards framework.
  9. Plaques must be supplied by the applicant and are to conform to the correct dimensions applicable to the design construction standard and materials as specified hereunder by Council.
    - a) Plaque maximum size of 150mm x 50mm for seats and table settings. Plaque maximum size of 100mm x 50mm for Pier/Jetty installation. Plaques are required to be marine-grade stainless steel.
    - b) Plaque is to be supplied by the applicant at their cost and installed by Council with anti-vandal screws.
  10. Council is under no obligation to replace the structure or plaque if vandalised, damaged, stolen, or removed as a result of weather events and/or natural disasters. Council may also be required to remove or relocate the asset in the future due to planned park upgrades, or future master planning considerations.
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11. If the asset is required to be removed, Council will make every endeavour to contact the donor and return donated plaques (and furniture if appropriate) but cannot guarantee that this will be possible in all cases.
12. Plaques, memorials, and associated assets/furniture are not in perpetuity.
13. Only one plaque shall be approved per organisation or individual per asset/location.
14. Council accepts in good faith that information provided by the applicant is true and correct, and accepts no responsibility for any dispute between relatives or the community over memorial content or wording.
15. Favourable consideration will be given to the planting of memorial trees in suitable locations (as determined by Council) across the Fraser Coast Region (i.e. Parks, reserves etc.). Council encourages this option, as it is sustainable, and in keeping with Council's direction for a greener Fraser Coast:
  - Planting and installation of a tree at a cost as detailed in Council's current Fees and Charges (factoring in follow establishment costs).
  - Tree will be 45 litre bag size.
  - Tree will include a 300mm x 300mm plinth, plaque to be provided by applicant.

**Reporting Standards**

A central database, with photos, and GPS location to be maintained by Open Space & Environment.

**HEAD OF POWER:**

Local Government Act (Qld) 2009  
Local Government Regulation (Qld) 2012

**RELATED LEGISLATION:**

Land Act (Qld) 1994  
Land Act Regulation (Qld) 2009

**RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):**

- Local Law 1 (Administration) 2011
- Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2011

**ATTACHMENT TO POLICY:**

- Application for Commemorative Plaque or Memorial Docs #3464281

**HISTORY:**

**Rev 1.0** - Prior to drafting of this policy there has been no formal process.

Amended: N/A

Decision matrix and process:

