

## Personal Tributes in Parks and Public Open Space

Council Policy - Strategic	
<b>Corporate Plan Link:</b>	Our Well-Planned Places
<b>Policy Owner:</b>	City Operations
<b>Responsible Manager:</b>	Manager, Asset Maintenance
<b>Date Approved by Council:</b>	20 October 2012
<b>Next Review Date:</b>	1 July 2025
<b>Version:</b>	2.1

### Objective

This policy outlines the City of Moreton Bay's (Council) approach to requests for the installation of personal tributes within parks, reserves and public open space.

### Statement

The City of Moreton Bay (Council), through its Corporate Plan, is committed to providing services that delivery our community's shared vision: *Our Moreton Bay. Amazing places. Natural spaces.*

Council's position is that no memorial naming (excluding war memorials or plaques) will be allowed on park infrastructure in any park, reserve or open space. Existing memorials or plaques cannot be taken as precedents for future approvals. Public parklands will not duplicate the commemorative function of cemeteries.

The Assessment and Approval of Applications for Personal Tributes in Parks and Public Open Space Operational Directive will provide direction on the approval of applications for personal tributes on park infrastructure as a suitable alternative to memorials and commemorative plaques.

Council does not encourage the installation of personal tribute plaques in Parks and Public Open Space.

Council will consider requests for the installation of a personal tribute plaque on park infrastructure, subject to adherence with specific guidelines.

It is acknowledged there may be instances where names proposed could be considered offensive or discriminatory by some. Such instances could include reflecting the names of persons, be they given names, family names or nicknames. However, Council asserts its adopted view that these names have a right to be recognised and each proposal shall be considered both in context and on its merits.

Although this policy does not apply to bridges, waterways, reserves, other assets or infrastructure which are controlled or managed by other authorities, Council will use the adopted views expressed herein in any response to a referral or invitation to comment made by that other authority.

### Requests to install personal tributes

Any member of the community or Council may initiate a request for the installation of personal tribute within Council parks, reserves and public open space. All applicants must submit their proposal on the appropriate form and include both detailed reasons and research material in support of that proposal. Each submission must be accompanied by a map or diagram which clearly shows the location of the facility for which the personal tribute is being proposed relative to readily identifiable features such as roads, parks, waterways, permanent structures, dominant landscape elements and the like.

The personal tribute proponent is expected to ensure that all material supplied to Council is accurate, objective and not a distortion of actual facts. The proponent may be required to provide additional evidence or research

material to further substantiate the proposal. Where proposals are found not to be consistent with Council's Guidelines for the Consideration of Suitable Persons, the proposed name will not be considered further.

The following conditions must be met:

- The park, reserve or open space in question is determined by Council to have a suitable area or location for the requested infrastructure as determined by the Open Space Plan embellishment standards and relevant to the park classification.
- In the case of park infrastructure, there is an established need for the park infrastructure to be installed in a certain location as determined by the responsible Council Officer.
- The personal tribute proponent is to provide a reason for tribute (e.g. the person's deeds or accomplishments and connection with the place or community).
- Inscriptions on the plaques that indicate lifetime may not be used and text will be in the present tense to ensure the theme of the inscriptions are uplifting, while still honouring the person who is the subject of the personal tribute.
- A maximum of three lines and approximately 36 characters or 12 words per line is recommended for brevity and aesthetic reasons. The plaque is typically 50 mm in height and to a maximum of 100 mm in width, however, may be sized to suit the infrastructure;
- Some examples of appropriate inscriptions:

"DONATED BY THE FAMILY OF JOHN SMITH"

"DONATED IN RECOGNITION OF JOHN SMITH"

"DONATED BY JOHN SMITH"

#### **Personal Tribute Infrastructure Charges payable by the applicant**

All persons that request and make payment for personal tribute infrastructure will sign a letter of understanding with Council confirming the infrastructure terms and other conditions. Signatures will constitute agreement with this policy.

The Personal Tribute Infrastructure charge:

- Includes the purchase and installation cost of the infrastructure, together with the cost of assembly, creation and installation of the plaque.
- Does not give the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the infrastructure.
- In no way constitutes ownership of the item, nor the land upon which it is situated, or the surrounding lands.

#### **Recording of tributes**

Council shall maintain a register of all personal tributes allocated within community facilities, parks, reserves, open space, waterways, and places under its direct control. The register is to ensure the personal tributes are approved and managed in a consistent, accountable and logical manner.

#### **Assessment of applications**

Council will give due consideration to every proposal to install a personal tribute within Council facilities. However, approval of a proposal to install a personal tribute is only likely to be given in instances where Council is satisfied that the proposal meets the following criteria:

- is in accordance with the Guidelines for the Consideration of Suitable Persons (appendix 1);
- is accepted by the nominee or related persons (where applicable);
- stands assessment and diligence searches conducted by Council;
- is accepted by, or within, the community (where applicable).

The following conditions shall also be met prior to the approval of any tributes:

- The ultimate approval for the type of infrastructure selected will reside with Council, as it will need to conform to the specifications of Council's planning scheme policies and/or the design standards outlined in the relevant Park Master Plan, or as determined by Council.

- Council will generally only approve sites in the vicinity of a feature or place associated with the person of outstanding significance to that open space. The installation site of the infrastructure will be in a location mutually agreed upon by the requester and the Council.
- Installation of a personal tribute will not generally be considered within twelve months of the death of that person, to allow for the development of a historical perspective and for consideration of the criteria for significance.
- Council retains the right to use the land adjacent to the commemorative plaque or park infrastructure, as it deems appropriate, up to and including the moving of the park infrastructure to another location.
- Every attempt will be made to ensure infrastructure is relocated as close to the original location as feasible.
- While an approved personal tribute will be located at the designated site for a period of not less than ten years, Council maintains the right to remove or relocate it should the site be redeveloped for an alternative use or significantly changed in character. Council does not guarantee the retention of any personal tribute beyond the life of the infrastructure.
- All plaques surrendered to Council shall be disposed of in accordance with the relevant Council policy.
- Personal tributes which have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts should be made to consult the person(s) responsible for initially siting the personal tribute prior to its removal.
- Where there is any uncertainty over the appropriateness of a personal tribute, a report will be prepared for consideration and a decision by Council. Council may approve the proposed name or may reject the proposal.

Where a report is required, proposals for personal tribute shall be subject to relevant levels of community engagement. All submissions received during the community engagement period shall be considered before final decision is made by Council.

## Application

This policy applies to all proposals received by Council requesting the installation of personal tributes within parks, reserves and public open space.

However, this policy does not apply to roads. Nor does it apply to waterways, reserves, other assets or infrastructure, be they naturally occurring or constructed which are defined, controlled or managed by other authorities.

## Related Documents

### Relevant legislation

- *Local Government Act 2009*

### Council documents

- Assessment and Approval of Applications for Personal Tributes in Parks and Public Open Space (excluding roads) Operational Directive

## Definitions

Term	Definition
<b>CEO</b>	Chief Executive Officer of Moreton Bay City Council.
<b>Council</b>	Moreton Bay City Council or City of Moreton Bay.
<b>Council administered facility</b>	Any Open space, Park or Reserve as defined within this policy.
<b>Memorial</b>	Any monument, commonly accompanied by an explanatory plaque, sign or inscription which has as its primary purpose, the remembrance of an individual, typically located within cemeteries
<b>Open space</b>	All land owned and/or managed by Council that is zoned Park and Recreation or Conservation and is available for public access. Typically open space includes parks,

	gardens, trails, reserves, foreshores, waterways, sportsgrounds and conservation reserves. It does not include vacant Council land zoned for other purposes
<b>Park</b>	Any open space that contributes to community wellbeing principally through aesthetic qualities and opportunities for passive recreation within an urban or future urban setting
<b>Personal Tribute Infrastructure</b>	New park seats and tables.
<b>Personal Tribute</b>	A plaque installed on personal tribute infrastructure in honour of a person or association, including an inscription recognising their connection to an area, eminence or outstanding community endeavour.
<b>Personal Tribute Infrastructure Charge</b>	The cost to purchase and install park infrastructure together with the cost of purchasing and installing the requested plaque.
<b>Place</b>	A readily distinguishable element or feature of, or within, open space
<b>Reserve</b>	Open space that contributes to community wellbeing principally through environmental attributes and provides opportunities for nature-based recreation.

## Document Control

Official Version: ECM71719001				
Version	Approval	Date	Description	Word Version
1.0	Council	30.10.2012	New policy. Approved by Coordination Committee (12/1882-4)	A7458686
2.0	Delegate	15.10.2020	Administrative amendments only. Approved by Director Engineering, Construction and Maintenance	A20852856
2.1	Delegate	11.10.2024	Minor administrative amendments only. Approved by the General Manager, Governance and Executive Services in accordance with Council's Policy Framework. (71718673)	ECM68421201