

Policy Type

Council

Policy Purpose

To provide guidance to applicants requesting the installation of a memorial plaque within a public open space, considering the suitability of the park bench asset for attachment, location, specification, size and material of the memorial plaque and associated costs.

The policy does not apply to Council buildings, facilities or jetties.

Policy Statement

- 1 Written submissions will be assessed by Parks Services, endeavouring to work with the applicant to establish the preferred location based on the following factors:
 1. The availability of a park bench at the preferred location
 2. The suitability of the proposed park for a memorial plaque installation
 3. Where the proposed park has existing exhausted available space for memorials, alternative locations will need to be considered.
- (2) A standard plaque template has been developed to ensure a consistent application.
- (3) The City will supply and install a standard plaque in accordance with the annual fees and charges schedule.
- (4) Memorial plaques installed on park benches may remain in place for a period of fifteen (15) years. At the conclusion of the fifteen (15) year period, the plaque will may be removed. The City will make reasonable efforts over a twelve (12) month period to contact the owner or a nominated representative to facilitate collection of the plaque. Where a plaque is not collected within this twelve (12) month period, it may be disposed of. The City does not retain or store memorial plaques beyond this timeframe.
- (5) When the park bench containing the memorial plaque reaches the end of its useful life, the City will attempt to relocate the plaque on the new asset.
- (6) Burials or internment of ashes are not permitted on Council managed land.
- (7) Plaques will not be permitted at the base or in proximity to a park tree.

Title**Installation of Private Memorial Plaques in Public Open Space**

Strategic Link:	Strategic Community Plan – Our Place / Our Community
Category	Assets & Maintenance
Lead Business Unit:	Operations and Maintenance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14th July 2026
Next Review Due: (Governance Purpose Only)	14 th July 202?
ECM Doc Set ID: (Governance Purpose Only)	4521601