

Title	Installation of Private Memorial Plaques in Public Open Space
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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 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 at no cost to the applicant. Where no park bench is available, the applicant will be required to fund the manufacture and installation of a new bench, including concrete pad.
- (4) 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.
- (5) Burials or internment of ashes are not permitted on Council managed land.
- (6) Plaques will not be permitted at the base or in proximity to a park tree.

Strategic Link:	Public Open Space Strategy
Category	Assets & Maintenance
Lead Business Unit:	Environment, Parks and Streetscapes
Public Consultation: (Yes or No)	No
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Next Review Due: (Governance Purpose Only)	September 2023
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