

Park and Street Furniture Donation and Tribute Plaque Policy

Policy type	Council
Function	Infrastructure Services
Policy Owner	Asset Maintenance
Effective date	24 February 2022.

1. Background

Council is committed to ensuring consistent and sustainable management practices for receiving, processing and approving requests for the donation, locality, installation and maintenance of donated park and street furniture and/or tribute plaques.

2. Purpose

The purpose of this policy is:

- to provide the standards and conditions for Council to manage the donation of park or street furniture and plaques, as either a donation to the community, or as a tribute to an event , individual person or group;
- to ensure such donations are in keeping with the area's aesthetic value, Corporate Plan, Asset Management Plans and other strategic documents; and
- to provide a management tool that will assist in ensuring park and street furniture adds value to Council's open space.

3. Scope

This policy applies to members of the public, community groups and service clubs who request to donate park and street furniture or to locate a tribute plaque to commemorate a person, group or event.

4. Definitions

Donor - means the individual or group that has applied to donate, or has been granted approval to donate park and street furniture and/or associated plaques.

Tribute Furniture - normally means a seat, or picnic setting, in a location, style and colouring as decided upon by the Delivery Services Department of Council that may bear a commemorative plaque and has been donated to the community.

Other Tribute – an object (such as a monument or tree), engraved paver or plaque (excluding for furniture) designed to preserve the memory of a person, group, association, event or occasion.

Plaque – means a flat plate of metal or other durable material selected by Council, commemorating a person(s), group, association or event and/or historical information relevant to its location.

5. Policy

Individuals or groups may wish to place park or street furniture, with or without an attached tribute plaque, as either a donation to the community, or as a tribute to an event or individual.

This Policy is guided by the following principles:

- A commitment to ensure high quality open space and associated infrastructure is provided and maintained.
- Seek to ensure that Council resources are used fairly, effectively and efficiently.
- To be responsive to the needs of the community.

4.1 Assessment Criteria for Tribute Furniture and Plaques

Each application must be on the prescribed form and will be assessed on its individual merit, subject to the conditions within this policy and associated Asset Management Plans and adopted Council Master Plans and Strategies. Donors who believe that their application meets the criteria to be assessed as a Council contribution may include details as to why they believe this to be the case.

4.1.1 Council Contribution for Person(s), Community Groups or Service Clubs

The Person(s), community groups or service clubs being nominated must have contributed to or had a connection with the Cassowary Coast Region. The person must be deceased. Details of the contribution to community should be provided by the applicant for Council consideration.

4.1.2 Events/Occasions

Commemorative and Tribute Plaques used to signify or commemorate a historic or significant occasion, or feature will be considered on an individual basis in accordance with this Policy.

4.1.3 Spreading of Ashes

The Council will consider requests to scatter the ashes of deceased persons or animals on land owned or managed by Council on an individual basis. Tribute Furniture or Plaques are not intended to be provided as a direct alternative to a public columbarium.

Where approval is granted, the ashes are to be distributed at a time and in a manner which creates minimal attention or disruption.

4.1.4 Locality

Donations of tribute furniture are to be placed within a local government controlled area, public park or road reserve, under the control of Council.

The preferred location is to be determined in consultation with the Infrastructure Division of Council. Approval is at the discretion of Council and subject to the conditions of this policy.

Requests for donated park or street furniture in a preferred locality will not be granted for that locality if the furniture is surplus to Council's requirements for that locality or if it is deemed that sufficient furniture already exists in that locality. In such cases Council will endeavour to offer an alternative locality.

4.1.5 Tribute Furniture Specifications

Tribute furniture is to be appropriate and reflect the character or theme of the locality and will be accepted for installation at selected sites only.

Approval will only be granted if the tribute furniture is consistent with the Council's existing and future design and strategy for that locality. The oversupply of furniture, or overcrowding by furniture and tributes, may affect the amenity of a public space.

Any request under this policy shall be resolved under the delegation of the Director Infrastructure Services.

Any person or group who is dissatisfied with the decision will have the right to a review of the decision.

4.1.6 Other Tributes

Other tributes are sometimes requested. This may include trees, garden beds, boulders or other suitable tributes.

Each application will be assessed on its individual merit, subject to the conditions within this policy.

It is not appropriate to install tribute plaques on existing Council-provided furniture. Where a person wishes to have a furniture commemorating a person in a location, the furniture should be purchased for that purpose subject to clause 4.1.5 (above).

Any significant commemorative or tribute feature will be referred to Council for consideration and/or approval.

The specific detail and final location will be determined by the Director or his/her delegate.

The tribute will be installed/planted by Council at a cost to the applicant as determined by Council.

In the case of a tree a small bronze plaque can be included and installed at the base of the tree at a cost determined by Council.

Council will ensure a standard style and material is used for all new plaques.

4.1.7 Tribute Plaque Specifications


Tribute plaque specifications and wording are to be approved by Council.

Tribute plaques are normally to be a bronze plaque, 137mm x 86mm, and of a straight edged computer set design. The standard plaque has up to four lines. If extra lines are required it will incur additional cost.

Tribute plaques will be ordered by Council, through their nominated provider to ensure quality and consistency and installed by Council.

4.1.8 Tribute Plaque Text

Public spaces are intended for general community use, with high amenity and having a friendly open nature. Public spaces are not a substitute for cemeteries or quiet memorial gardens, and should not have a sombre feeling.



Tribute plaques should be unobtrusive and use positive language. Dates of birth and death should be avoided. Council recognises this may be inconsistent with some previous installed plaques.

Furniture, plaques and plaques on furniture should be tasteful and sited in an uncluttered way, to enhance public amenity. Typically no more than one tribute plaque will be approved per furniture installation, except for family members such as a husband and wife.

Furniture and settings should not be adorned with plaques in such a way as to suggest ownership by a particular person, living or deceased.

Details about inscriptions and some examples are at [Appendix A](#).

4.1.9 Ownership and Life Span of Donated Furniture and Tribute Plaques

All tributes placed on Council owned or managed land are deemed to be assets of the Cassowary Coast Regional Council and managed in accordance with this Policy.

Tribute furniture will have a limited life irrespective of the level of maintenance applied. The lifespan will vary depending on the furniture materials, the environment within which it is placed and the amount of use it receives. Regular monitoring of the furniture will occur to determine appropriate time for replacement or removal.

For furniture facing replacement, Council will attempt to contact the donor, who will be given first opportunity to purchase a replacement at their own cost and per Council's schedule of Fees and Charges at that time.

Council reserves the right to relocate furniture/tributes should the need arise (such as in the event of re-landscaping a reserve or streetscape). In this instance efforts will be made to liaise with the original donor to determine a satisfactory new location.

Council may decommission tribute furniture on the following basis:

- High levels of community concern, or low levels of community use.
- Changes to the open space environment that may impact negatively on the tribute furniture.
- Notification of the donor (if they can be located) in advance of decommissioning.

4.1.10 Maintenance

Council will provide a level of maintenance to ensure safety and serviceability of furniture while having regard for the allocated budget for this purpose.

Tribute Furniture: If the donated tribute furniture is vandalised or otherwise damaged during its anticipated lifespan, it will be repaired or if required, replaced by Council.

Tribute Plaque: If a tribute plaque is stolen, vandalised, or otherwise damaged during its anticipated lifespan, Council will attempt to contact the donor to arrange repair or, if necessary, replacement at the cost of the donor.

Flowers & Other Tributes: The placing of flowers or other tributes at donated furniture, monument or plaque is not permitted as this may detract from use by the community of this asset

4.1.11 Cost

The cost to the donor of acquisition and installation of tribute furniture and/or plaques will be based on the current Fees and Charges approved by Council.

In the case of Council determining that a service club or member of the community qualifies as having contributed towards the community, the cost of placing a tribute plaque on existing furniture will be the cost of the plaque only, or otherwise as determined by Council.

The cost of the tribute furniture and/or plaque must be paid in full, to Council, prior to the order being confirmed.

4.1.12 Applications

Donors wishing to donate park and street furniture for public use should make application to Council, stating a preferred location. Application is made using the application form.

If a tribute plaque is required, the donor should submit the requested wording on the application form. Furniture must be appropriate to the site and be in accordance with any style and plans for that location.

Donated park and street furniture and tribute plaques will be ordered and installed by the Council.

If the application is successful, an approval letter will be sent to the applicant, stating the cost and the conditions of approval.

5. Removal of furniture and tribute plaques

To avoid doubt, furniture, tribute plaques, plantings, trees or other items may be decommissioned or removed at any time at Council's discretion.

Unapproved furniture, plaques, plantings, trees or other items may be removed. Council may pursue the person who installed the item(s) for the cost of removal and any related damage or repairs.

6. Risk Management

Tribute park and street furniture and plaques will be installed in accordance with Council specifications and requirements. The specifications and approval conditions take into account impacts of visual amenity, the existing infrastructure and furniture of the locality, along with public safety as a requirement.

7. Implementation/Delegations

The Chief Executive Officer (or delegate) is delegated authority to implement this Policy.

Related forms, policies and procedures	Donations Policy Application form Conditions
Relevant legislation	<i>Local Government Act 2009</i>
Reference and resources	

Policy Number	10757		
Approved by	Council Resolution LG1197	Approval date	24 February 2022
Approved by	CEO (Organisation Review)	Approval date	17 July 2023
Approved by	Council Resolution LG1812	Approval date	26 September 2024
Review date	26 September 2027		

Plaque size and inscription

A tribute plaque will be 137mm x 86mm, and of a straight edged computer set design. The standard plaque has up to four lines. If extra lines are required it will incur additional cost.

The inscription should honour the person recognised. The wording should be uplifting and kept in the present tense.

Inscriptions with the date of birth and death are not acceptable, as Council does not allow tribute or commemorative plaques in its parks or on park furniture. For example, 'Jo Smith - In loving memory, 1950-2016' would not be approved. However, 'Remembering Jo Smith' is acceptable.

Examples of acceptable inscriptions

Ron Smith
Sharing your love of the bay
Your family and friends

Brisk walks - thoughtful talks
Rest easy
Peter Smith

For Sophie & Gary
Much love
Your family and friends