

Tribute park seat, Tribute plaque & tribute tree guidelines

[Version Information](#)

Scope

This guideline refers to Council's Corporate policy POL-3004 - Naming of Infrastructure Assets and associated Corporate Guideline GL-3004-003 Park Naming which makes reference to a tribute park bench, tribute plaque or tribute tree program as an alternative to memorials and commemorative plaques.

No memorial naming or memorials or commemorative plaques (excluding war memorials or plaques) will be allowed in any park or on any park furniture. Public parklands will not duplicate the commemorative function of cemeteries.

Purpose

This guideline provides direction:

1. For receiving requests, maintaining and replacing tribute park seats, tribute plaques or tribute trees in Redland City parks and public open space and referred to as "Requested Tribute Park Seats, Tribute Plaques or Tribute Trees" relevant to the **Mainland** only.
2. For requests for the Southern Moreton Bay Islands (SMBI) and North Stradbroke Island (NSI), please refer to Page 8 for the special conditions and relevant approvals required.
3. For the installation of a "Council Nominated Tribute Park Seat, Tribute Plaque or Tribute Tree" where Council, at its discretion and by resolution, has nominated to provide such a seat, plaque or tree to recognise individuals for their eminence and outstanding endeavour associated with the Redlands community.
4. For inscriptions on any plaques that are placed on requested tribute park seats only.
5. For inscriptions on any plaques that are placed on existing park seats only.
6. For no plaques on tribute tree(s).

Actions and Responsibilities

Requested tribute park seats - mainland

1. Council will only accept requests for tribute park seats subject to the following conditions:
 - a) The park or open space in question has space for a seat as determined by the Redland Open Space Strategy 2026 – indicative open space embellishments - relevant to the park function.
 - b) There is an established user need for a seat to be installed in a certain location as determined by the Public Place Projects Unit Service Manager.

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- c) It is aesthetically appropriate that a seat to be installed in a certain location as determined by the Public Place Projects Unit Service Manager.
 - d) Payment in full of the current charge for the tribute park seat is received prior to commencement of installation.
 - e) If Council is unable to fulfil the request either by granting the requester's preferred location for a tribute park seat or by a due date that is significant to the requester, the fees, if received at the time of application submission, will be fully refunded.
 - f) There is no choice on the type of seat as it will need to conform to the specifications of the Redland Open Space Strategy 2026 and the design standards outlined in any relevant park landscape plan.
 - g) The wording on the plaque for the park seat conforms to the current inscription requirements as outlined in this guideline.
 - h) Seats are not intended as memorials. The charge associated with the seat does not give the right to scatter or bury cremated remains, nor place or attach objects on, or adjacent to, the seat. The wording of the plaque must not constitute a memorial message.
2. The Public Place Projects Unit will be responsible for receiving requests, maintaining and replacing tribute park seats in accordance with the following guidelines:
- a) The style of seat will be determined by the Open Space Strategy 2026 embellishments standards or the site specific design standards outlined in the relevant park landscape plan.

Some locations may have different seat styles as specified. The plaques will be provided by Council to the relevant standard.

The amount of text on the plaque will be specified by the Public Place Projects Unit and will reflect costs, aesthetics and physical fit to the seat.
 - b) The tribute park seat charge includes the cost of seat manufacture and installation of the plaque, and then, installation of the seat in a location mutually agreed upon by the requester and the Public Place Projects Unit.
 - c) The charge for the tribute park seat in no way constitutes ownership of the item, nor the land upon which it is situated, or the surrounding lands. **Council retains the right to use the lands adjacent to the seat as it deems appropriate, up to and including the moving of the tribute park seat to another location. Every attempt will be made to ensure seats are relocated as close to the original location as is feasible.**
 - d) The addition of a tribute park seat may be restricted in some parks as determined by the Public Place Projects Unit Service Manager from time to time in order to ensure a reasonable balance of amenities and open space.

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- e) A tribute park seat charge is accepted on the basis the seat will be maintained by the Council for a minimum 10-year “term” in its original location, or in an area near its original location.

After 10 years, the seat will be assessed against criteria to determine its overall state including safety and aesthetics. At this point (after 10 years but not exceeding 15 years) when the seat is deemed to require replacement as it does not meet the criteria for safety and aesthetics, the location may be offered to another person.

- f) If the seat is damaged, destroyed or defaced to an extent that, in the opinion of the Public Place Projects Unit Service Manager, replacement is required within the 10-year period; it will be replaced at no cost to the original requester.
- g) The Public Place Projects Unit Service Manager may elect to not replace a tribute park seat that has reached the end of its term for reasons of security, safety, park reconfiguration or maintenance issues.
- h) All persons who request and make payment for a tribute park seat will be consulted to ensure confirmation of the seat terms and conditions.

3. The Public Place Projects Unit will keep a waiting list of individuals who are interested in requesting and making payment for a tribute park seat. This list will be organised chronologically and by the site desired for the seat. The demand for some sites may imply a long wait for a tribute park seat due to the demand outpacing the supply of seat locations.

Inscription guidelines for tribute park seat plaques

1. The Public Place Projects Unit Service Manager is responsible for approving the inscriptions on a requested tribute park seat plaque in accordance with the following guidelines:

- a) Inscriptions on the plaque that indicate lifetime may not be used and wording will be in the present tense to keep the theme of the inscriptions uplifting, while still honouring the person who is the subject of the tribute park seat.
- b) A maximum of 3 lines and approximately 36 characters or 12 words per line is recommended for aesthetic reasons. The size of the plaque is 50mm high and the length to 100mm maximum.
- c) Samples of approved inscriptions:

RON SMITH
SHARING YOUR LOVE OF THE BAY
YOUR FAMILY & FRIENDS

JAKE SMITH
COME SIT WITH ME
AND REST AWHILE

BRISK WALKS - THOUGHTFUL TALKS
REST EASY
PETER SMITH

Council nominated tribute park benches

1. The Public Place Projects Unit will install a tribute park seat where Council, at its discretion and by resolution, has nominated to provide such a seat to recognise individuals or organisations for their eminence and outstanding endeavour associated with the Redlands community in accordance with the following guidelines:
 - a) That the individual or organisation being recognised has:
 - i) provided significant community service;
 - ii) worked to foster equality and reduce discrimination;
 - iii) risked their life/lives to save others.
 - b) The park or open space in question has space for a seat as determined by the Redland Open Space Strategy 2026 – indicative open space embellishments - relevant to the park function.
 - c) There is an established user need for a seat to be installed in a certain location.
 - d) It is aesthetically appropriate that a seat be installed in a certain location.
 - e) The type of seat provided will conform to the specifications of the Redland Open Space Strategy 2026 and the design standards outlined in any relevant park landscape plan.
 - f) Council will be responsible for all costs associated with the installation, and maintenance of such a seat including its replacement, once the asset has reached the end of its term.
2. Council nominated tribute park seats may contain multiple plaques (maximum size 50mm high & 100mm long per plaque) with a simple 2-line inscription that does not indicate lifetime and keep to the theme of being uplifting, while still honouring the person or organisation, for example:

JOHN JONES
SERVICE TO THE BAY ISLANDS

Requested tribute plaques - mainland

1. Council will only accept requests for tribute plaques subject to the following conditions:
 - a) The park or open space in question has an existing seat as determined by the Redland Open Space Strategy 2026 – indicative open space embellishments - relevant to the park function.

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- b) The existing seat will not be any older than 3 years from its initial installation date.
- c) It is aesthetically appropriate that a plaque be installed in a certain location as determined by the Public Place Projects Unit Service Manager.
- d) Payment in full of the current charge for the tribute plaque is received prior to commencement of installation.
- e) If Council is unable to fulfil the request either by granting the requester's preferred location for a tribute plaque or by a due date that is significant to the requester, the fees, if received at the time of application submission, will be fully refunded.
- f) There is no choice on the type of seat on to which the plaque will be attached as it will need to conform to the specifications of the Redland Open Space Strategy 2026 and the design standards outlined in any relevant park landscape plan.
- g) The wording on the plaque for the park seat conforms to the current inscription requirements as outlined in this guideline.
- h) Seats with plaques are not intended as memorials. The charge associated with the plaque does not give the right to scatter or bury cremated remains, nor place or attach objects on, or adjacent to, the seat or the plaque. The wording of the plaque must not constitute a memorial message.
2. The Public Place Projects Unit will be responsible for receiving requests, maintaining and replacing tribute plaques in accordance with the following guidelines:
- a) The style of plaque will be determined by the Open Space Strategy 2026 embellishments standards or the site specific design standards outlined in the relevant park landscape plan.
- Some locations may have different seat styles. Plaques will be provided by Council to the relevant standard.
- The amount of text on the plaque will be specified by the Public Place Projects Unit and will reflect costs, aesthetics and physical fit to the seat.
- b) The tribute plaque charge includes the cost of manufacture and installation of the plaque on an existing seat in a location mutually agreed upon by the requester and the Public Place Projects Unit.
- c) The charge for the tribute plaque in no way constitutes ownership of the item, nor the land upon which it is situated, nor the surrounding lands.
- Council retains the right to use the lands adjacent to the seat as it deems appropriate, up to and including the moving of the tribute plaque to another location. Every attempt will be made to ensure plaques are relocated as close to the original location as is feasible.

- d) The addition of a tribute plaque may be restricted in some parks as determined by the Public Place Projects Unit Service Manager from time to time in order to ensure a reasonable balance of amenities and open space.
- e) A tribute plaque charge is accepted on the basis the plaque will be maintained by the Council on the nominated existing seat for a minimum 10-year "term" in its original location, or in an area near its original location.

After 10 years, the seat with plaque will be assessed against criteria to determine its overall state including safety and aesthetics. At this point (after 10 years but not exceeding 15 years) when the seat is deemed to require replacement as it does not meet the criteria for safety and aesthetics, the location may be offered to another person.

- f) If the seat or the plaque is damaged, destroyed or defaced to an extent that, in the opinion of the Public Place Projects Unit Service Manager, replacement is required within the 10-year period; it will be replaced at no cost to the original requester.
 - g) The Public Place Projects Unit Service Manager may elect to not replace a tribute plaque that has reached the end of its term for reasons of security, safety, park reconfiguration or maintenance issues.
 - h) All persons who request and make payment for a tribute plaque will be consulted to ensure confirmation of the plaque terms and conditions.
3. The Public Place Projects Unit will keep a waiting list of individuals who are interested in requesting and making payment for a tribute plaque. This list will be organised chronologically and by the site desired for the plaque. The demand for some sites may imply a long wait for a tribute plaque due to the demand outpacing the supply of seats.

Inscription guidelines for tribute plaques

1. The Public Place Projects Unit Service Manager is responsible for approving the inscriptions of a requested tribute plaque in accordance with the following guidelines:
 - a) Inscriptions on the plaque that indicate lifetime may not be used and wording will be in the present tense to keep the theme of the inscriptions uplifting, while still honouring the person who is the subject of the tribute park seat.
 - b) A maximum of 3 lines and approximately 36 characters or 12 words per line is recommended for aesthetic reasons. The size of the plaque is 50mm high and the length 100mm maximum.
 - c) Samples of approved inscriptions:

RON SMITH
SHARING YOUR LOVE OF THE BAY
YOUR FAMILY & FRIENDS

JAKE SMITH
COME SIT WITH ME
AND REST AWHILE

BRISK WALKS - THOUGHTFUL TALKS
REST EASY
PETER SMITH

Requested tribute trees – mainland

1. A tribute tree is an alternative to a tribute park seat or tribute plaque where the applicant has elected to nominate a tree because of lower fees or personal choice of a tree rather than a tribute park seat or tribute plaque.
2. Council will only accept requests for tribute trees subject to the following conditions:
 - a) No plaques will be allowed to be installed adjacent to or attached upon the tree planted.
 - b) Payment in full of the current charge for the tribute tree is received prior to commencement of installation.
 - c) If Council is unable to fulfil the request either by granting the requester's preferred location for a tribute tree or by a due date that is significant to the requester, the fees, if received at the time of application submission, will be fully refunded.
 - d) The tribute tree species planted will be a local endemic species agreed upon following consultation with the Parks & Conservation Service Manager.
 - e) Tribute trees are not intended as memorials. The charge associated with the tree does not give the right to scatter or bury cremated remains, nor place or attach of objects on, or adjacent to, the tree.
3. The Parks & Conservation Unit will be responsible for receiving requests, installation, maintaining and replacing tribute trees in accordance with the following guidelines:
 - a) The tribute tree charge includes the cost of tree acquisition and installation of the tree in a location mutually agreed upon by the requester and the Parks & Conservation Unit Service Manager.
 - b) The charge for the tribute tree in no way constitutes ownership of the item, nor the land upon which it is situated, nor the surrounding lands.

Council retains the right to use the lands adjacent to the tree as it deems appropriate, up to and including the moving of the tribute tree to another location. Every attempt will be made to ensure trees are re-located as close to the original location as is feasible.

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- c) After 10 years, the tree will be assessed against criteria to determine its overall state including safety and aesthetics. At this point (after 10 years but not exceeding 15 years) if the tree is deemed to require replacement as it does not meet the criteria for safety and aesthetics, the location may be offered to another person.
- d) If the tribute tree is damaged, destroyed or defaced to an extent that, in the opinion of the Parks & Conservation Service Manager, replacement is required within the 10-year period; it will be replaced at no cost to the original requester.
- e) The Parks & Conservation Service Manager may elect to not replace a tribute tree that has reached the end of its term for reasons of security, safety, park reconfiguration or maintenance issues.
- f) All persons who request and make payment for a tribute tree will be consulted to ensure confirmation of the tree terms and conditions.

4. **Special conditions for SMBI and North Stradbroke Island**

All of the above guidelines for the mainland also apply to SMBI and North Stradbroke Island with the addition of the following special conditions:

- a) Tribute park seats, tribute plaques and tribute trees may **NOT** be installed in the Point Lookout and Cylinder Beach foreshore areas on North Stradbroke Island which are protected by Cultural Heritage and Conservation Management Plans.
- b) Approval needs to be sought from Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC), the governing body for the Traditional Owners of the Southern Moreton Bay Islands and North Stradbroke Island, for the installation of a tribute park seat, tribute plaque or tribute tree in all locations outside Point Lookout and Cylinder Beach foreshore areas on North Stradbroke Island.
- c) Redland City Council will seek all relevant approvals and bear all associated costs.

Reference Documents

- Redland Open Space Strategy 2026;
- Urban Park Landscape plans;
- Corporate Policy POL-3004 – Naming of Infrastructure Assets
- Corporate Guideline GL- 3004 - 003 – Park Naming

Associated Documents

Tribute park bench letter of understanding between requester and Council.

Document Control

- Only the General Manager Infrastructure & Operations can approve amendments to this guideline. Please forward any requests to change the content of this document to the Park and Conservation Services Manager.

guideline document

GL-3004-004

- Approved amended documents must be submitted to the Corporate Meetings & Registers Team to place the document on the Policy, Guidelines and the Procedures Register.

Version Information

Version No.	Date	Key Changes
1	September 2015	Due to the creation of POL-3004 Naming of Infrastructure Assets, the original Park Naming policy (POL-3068) was declared obsolete and (including GL-3068-001) has been converted to a guideline to support POL-3004 Naming of Infrastructure Assets. Consequently this guideline has been created to support POL-3004

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