

Tribute Seat, Tribute Plaque and Tribute Tree Guideline

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Approved by:	General Manager Infrastructure & Operations
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Scope

This guideline is applicable across the organisation when developing tributes in Council open space areas.

This guideline refers to Council's AST-001-A Naming of Infrastructure Assets Administrative Directive and associated AST-001-003-G Park Naming Guideline which make reference to a tribute park seat, tribute plaque or tribute tree program as an alternative to memorials and commemorative plaques.

Purpose

This guideline provides direction:

- For receiving and processing requests from the public for the installation of tribute seats, tribute plaques or tribute trees in Redland City parks and public open space.
- For the installation of a Council Nominated Tribute Seat, Tribute Plaque or Tribute Tree where Council, at its discretion, has nominated to provide such a seat, plaque or tree to recognise individuals for their eminence and outstanding endeavour associated with the Redlands community.
- For the special conditions and approvals required for tributes for Southern Moreton Bay Islands (SMBI) and North Stradbroke Island (NSI).
- For the ongoing management of tribute seats, plaques and trees.

Actions and Responsibilities

Requested Tribute Seats/Plaques

Council will process requests subject to the following conditions:

- The requested open space location has adequate space and a suitable existing seat, or it is determined that an additional seat meets the Redland Open Space Strategy 2026 - indicative open space embellishments - relevant to the park and/or open space function.
- There is an established user demand for an additional seat to be installed in a requested location as determined by the Civic and Open Space Asset Management Unit or the existing seat will not be any older than 3 years from its initial installation date or is identified to be in a suitable condition to support a 10 year term for the tribute plaque.
- It is aesthetically appropriate that a seat be installed in the requested location as determined by the Civic and Open Space Asset Management Unit.

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- Payment in full of the current financial year charge for the tribute seat is received prior to installation. Payment is requested only after the location of the seat and the wording for the plaque are agreed and is not taken at the time of submitting the application form.
- 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.
- The wording on the plaque will be reviewed and approved by Council as per the current inscription requirements outlined in this guideline. The charge associated with the seat does not give the right to inter 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.

Civic and Open Space Asset Management Unit will be responsible for receiving requests for tribute seats, with Parks and Conservation Unit responsible for, installation, maintenance and replacement, in accordance with the following terms:

- A Tribute Enquiry Form (Webform via Redland City Council Website) is completed and endorsed to show acceptance of Council's Terms and Conditions.
- The style of seat/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 as specified.
 - Plaques will be provided by Council to the relevant standard.
 - The amount of text on the plaque will be specified by the Civic and Open Space Asset Management Unit and will reflect costs, aesthetics and physical fit to the seat.
- The tribute park seat charge includes:
 - Cost of plaque manufacture and/or cost of seat manufacture.
 - Installation of the plaque and/or seat in a location mutually agreed upon by the applicant and the Civic and Open Space Management Unit.
- The charge for the tribute plaque/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 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.
- The addition of a tribute plaque/seat may be restricted in some parks as determined by the Civic and Open Space Asset Management Unit to ensure a reasonable balance of amenities and open space.
- A tribute seat/plaque charge is accepted on the basis the seat/plaque will be maintained by Council for a minimum 10-year term in its original location, or in an area near its original location.
- After 10 years the plaque may be removed from the seat and disposed of and the location may become available for another tribute application. Council will attempt to contact the family to advise of removal of the plaque.
- If the seat or the plaque is damaged, destroyed or defaced to an extent that, in the opinion of the Civic and Open Space Asset Management Unit, replacement is required within the 10-year period; it will be replaced at no cost to the original requester.

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- The Civic and Open Space Asset Management Unit may elect to not replace a tribute plaque/seat that has reached the end of its term for reasons of security, safety, park reconfiguration, balance of amenities, maintenance issues, if the family was unable to be contacted or located.

Inscription guidelines for tribute plaques

The Civic and Open Space Asset Management Unit is responsible for approving the inscriptions on a requested tribute plaque in accordance with the following terms:

- Inscriptions may not indicate lifetime.
- Wording should be in the present tense as an uplifting inscription, while still honouring the person who is the subject of the tribute park seat.
- Must not contain dates, memorial wording, emoji's, titles and terms that may mislead the general public.
- A maximum of 3 lines and approximately 55 characters overall, including spaces is allowed for aesthetic and legibility reasons.
- The size of the plaque is 50mm high and the length to 100mm maximum.
- Samples of approved inscriptions:

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

**JAKE SMITH
COME SIT WITH ME
AND REST AWHILE**

Requested tribute trees

Council will accept requests for tribute trees subject to the following conditions:

- No plaques will be allowed to be installed adjacent to or attached upon the tree planted.
- Payment in full of the current financial year charge for the tribute tree is received prior to installation.
- The tribute tree species planted will be a local endemic species agreed upon following consultation with the Parks & Conservation Unit.
- The charge associated with the tree does not give the right to inter cremated remains, nor place or attach objects on or adjacent to the tree.

The Parks & Conservation Unit will be responsible for receiving requests, planting, maintaining and replacing tribute trees in accordance with the Management of Trees on Council-owned or controlled land Guideline and the following terms:

- A Tribute Enquiry Form (Webform via Redland City Council Website) is completed and endorsed to show acceptance of Council's Terms and Conditions.
- The tribute tree charge includes the cost of tree acquisition and installation planting of the tree in a location mutually agreed upon by the requester and the Parks & Conservation Unit.

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- 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.
- If the tribute tree is damaged, destroyed or defaced to an extent that, in the opinion of the Parks & Conservation Unit, replacement is required within the 10-year period; it will be replaced at no cost to the original requester.
- The Parks & Conservation Unit 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.
- All persons who request and make payment for a tribute tree will be consulted to ensure confirmation of the tree terms and conditions.

Special conditions for SMBI and North Stradbroke Island

All of the above guidelines for the mainland also apply to Southern Moreton Bay Islands (SMBI).

Please note: due to several projects being undertaken by the traditional owners tribute park seats, tribute plaques and tribute trees are unable to be installed on North Stradbroke Island as there is no guaranteed the infrastructure can be installed at this time.

Council nominated tribute seats, plaques and trees

The Civic and Open Space Asset Management Unit will install a tribute seat, plaque or tree where Council, at its discretion, has nominated to provide such a tribute to recognise individuals or organisations for their eminence and outstanding endeavour associated with the Redlands community in accordance with the following terms:

- That the individual or organisation being recognised has:
 - Provided significant community service;
 - Worked to foster equality and reduce discrimination;
 - Risked their life/lives to save others.

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.

- The tribute must conform to all other requirements described in this guideline with the following exception.
 - Council nominated tribute seats may contain multiple plaques.

Unauthorised tribute plaques

No 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.

Council will aim to contact the individual or organisation who installed the unauthorised plaque by putting a notice on it. The notice will identify that the plaque will be removed within a certain time unless the approval process is followed or the plaque approved.

Definitions

Nil.