

FILE NO: PSC2008-1759

TITLE: ASSESSMENT OF PARK MEMORIAL APPLICATIONS

OWNER: ASSETS SECTION MANAGER

1. PURPOSE:

- 1.1 The purpose of this guideline is to provide the framework for the assessment of park memorial applications as permitted under the Parks and Roadside Memorial Policy.

2. CONTEXT/BACKGROUND:

- 2.1 Occasionally Council receives requests from individuals or organisations for the installation of memorial plaques, the donation of park furniture or the planting of trees in memory of a deceased person. The purpose of this guideline is to ensure that applications for memorial plaques or the donation of park furniture and trees are determined and managed consistently.

3. SCOPE:

- 3.1 A request will be considered where a person is deceased and
- a) is widely known and respected within the local community, or
 - b) has a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting and cultural development of the community,
 - c) is of good repute and not likely to be the subject of controversy.
- 3.2 Under special circumstances, consideration may be given to a living person where the naming is deemed to be in accordance with a) or b) and c) and the recognition is considered appropriate by the General Manager.
- 3.3 Port Stephens Council is not accepting seat donations at the following reserves unless it is assessed that existing furniture requires replacement:
- Barry Park, Fingal Bay.
 - Birubi Point Aboriginal Place (Birubi Beach Reserve, Robinson Reserve), Anna Bay.
 - Boat Harbour North Headland, Boat Harbour.
 - Bob Cairns Reserve, Salamander Bay.
 - Conroy Park, Corlette.
 - Corlette Point Park, Corlette.
 - Dutchmans Beach Reserve, Nelson Bay.
 - Fingal Bay Foreshore Reserve, Fingal Bay.

- Fly Point Reserve, Nelson Bay.
- Henderson Park, Lemon Tree Passage.
- Iluka Reserve, Boat Harbour.
- Little Beach Reserve, Nelson Bay.
- Longworth Park, Karuah.
- Nelson Bay Foreshore Reserve, Nelson Bay.
- Riverside Park, Raymond Terrace.
- Roy Wood Reserve, Salamander Bay.
- Shoal Bay Foreshore Reserve, Shoal Bay.
- Soldiers Point Aboriginal Place (Everitt Park, Spencer Park), Soldiers Point.

3.4 Applications for Memorial Plaques

Applications for memorial plaques must be made via the Park Memorial Application form. Applications for memorial plaques must include a tree or park furniture donation. Council does not accept memorial plaque applications only. Applications must include a supporting statement detailing how the nominee meets the considerations as stated in these guidelines. The application must be supported in writing by the local Parks and Reserve or Landcare Committee.

In those circumstances where an application for a memorial plaque does not or cannot gain a local Parks and Reserve or Landcare Committee support, the application will be advertised for a period of 21 days to provide opportunity for community comment. Advertisements calling for comment will be coordinated to occur quarterly to streamline the application and feedback process. Applications and community feedback received will be given careful consideration prior to being presented to Council with recommendations for review and decision.

Memorial plaques will be limited to A5 in size (148mm high x 210mm wide) and A6 size for tree plantings (105mm high x 148mm wide), and will be installed on a concrete base around the park furniture or tree, or affixed directly to the park furniture.

Wording should follow a simple and standard format and must avoid terminology used in cemeteries. The wording should recognise the nominee and their qualities/attributes or an appropriate phrase as outlined in the application and must be approved by the Community Assets Coordinator.

3.5 Applications for Park Furniture or Tree

Applications for the donation of park furniture and trees must be made via the Park Memorial Application form. Council will permit the donation of park furniture and trees (exclusive of memorial plaques) subject to Council's direction with respect to appropriateness, location, standards of park furniture type and style or tree species. This may be done without the requirement for written references.

The location of the donated park furniture or tree(s) will be determined in consultation with the applicant. Consideration will need to be given to relevant plans of management, master plans, capital works programs, maintaining safe passage for pedestrians and other park users, avoidance of any damage to the natural or cultural environment and ensuring the donation meets general community expectations for the area. Any applications received for donations on Crown Land managed by Council will require a Native Title and Aboriginal Land Claim referral. This will be managed by Council.

Council will determine the most appropriate park furniture and will arrange its purchase and planting. The donation of park furniture may be recognised with a memorial plaque consistent with the requirements outlined in Applications for Memorial Plaques (3.4).

In respect of a tree donation, Council will determine the species and appropriateness and will arrange its purchase and installation. The donation of a tree may be recognised with a memorial plaque consistent with the requirements outlined in Applications for Memorial Plaques (3.4) and will be installed on a concrete or stone plinth under the tree.

3.6 When Are Applications Accepted?

Applications can be made at any time using the process as outlined in these guidelines.

3.7 Costs

All applications are subject to the Council's published fees and charges. The purchase and installation of park seat, tree and memorial plaques will be carried out solely by Council or its nominated contractors. A Park Memorial Application form is to be completed and payment made. Council will not order park furniture, trees or memorial plaques until an application is approved and payment is received. The application form details the applicable fees and charges.

3.8 Maintenance

The donated park furniture or tree(s) will be subject to the same level of maintenance as other infrastructures located in the park or reserve. The donation will remain in place as long as it remains in good working condition and complies with Council standards. Council retains ownership of the asset at all times.

Council retains the right to relocate an asset to an alternate location if it is considered necessary to do so without notification. Council shall accept no responsibility or obligation for repair or damage to or theft of the asset. Applicants may reapply should the park furniture or tree(s) need to be removed or replaced.

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the guideline.

Park Furniture	Bench Seat with concrete slab, determined and installed by Council Staff.
Tree	Approximately 45 Litre Pot, determined and installed by Council Staff.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images, which commemorate a person or an event and/or provide historical text or information relevant to its location. Such tablet to be affixed to an object, building or pavement.
Memorial	An object established in memory of a person or event.

5. STATEMENT:

- 5.1 Port Stephens Council is committed to respectfully acknowledging individuals who have made a meaningful contribution to the community by allowing commemorative donations of park furniture, trees, and memorial plaques under clear and equitable guidelines. The objective of this policy is to ensure that commemorations are appropriate, consistent with community values, and contribute positively to the natural and cultural landscape of our public spaces.
- 5.2 Council seeks to achieve a balanced and sustainable approach to memorials that recognises individuals of good repute, primarily those who are deceased and have a demonstrated connection to, or impact on the local area. Donations will be managed to ensure they align with park planning priorities, environmental and cultural considerations, and community expectations. This guideline outlines a transparent, respectful process for accepting, assessing, and managing such requests.

6. RESPONSIBILITIES:

- 6.1 The key position/s responsible for implementing, complying with, monitoring, evaluating, reviewing and providing advice on the guideline are the Community Assets Coordinator and the Recreation Assets Inspection Officer.

7. RELATED DOCUMENTS:

- 7.1 Port Stephens Council Parks and Roadside Memorials Policy.
7.2 Port Stephens Council Assessment of Roadside Memorials Guidelines.
7.4 Port Stephens Council Park Memorial Application Form.
7.3 Port Stephens Council Asset Management Policy.

CONTROLLED DOCUMENT INFORMATION:

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Process owner	Community Assets Coordinator		
Author	Community Assets Services Officer		
Review timeframe	4 years or as required.	Next review date	September 2029
Adoption date	6 July 2015		

VERSION HISTORY:

Version	Date	Author	Details
1	06 July 2015	Community and Recreation Coordinator	Original document.
2	11 August 2021	Community and Recreation Planning Officer	- Transferred to new 'Guideline' template. - Addition of reserves not available for seat donation. - Clarity on Council's management of the procurement process. - Addition of Native Title and Aboriginal Land Claim referrals.
3	14 June 2022	Community Assets Planning Officer	- Changed Process Owner - Addition of the words "or Landcare to local Parks and Reserves Committee"
4	16 March 2023	Community Assets Planning Officer	- Reword Parks and Reserve or Landcare Committee support. - Change approval of plaque wording from Group Manager to Community Asset Coordinator. - Add 'assessment' to Facilities and Services Administration Officer responsibilities.

Guideline

Version	Date	Author	Details
5	September 2025	Community Assets Coordinator	Reviewed and updated to new Guideline template. Statement added.