

**Program:** Parks and Environment  
**Date of Adoption:** 23 August 2023  
**Resolution Number:** ORD-2023-230  
**Review Date:** 23 August 2026

### Scope

This policy will allow for the effective management of requests for installation of a plaque, memorial, monument or donated items of park furniture with affixed donor's plate within Mackay Regional Council (MRC) owned or controlled parks and reserves.

### Objective

The objective of this policy is to provide clear guidelines for assessing requests for the installation of plaques, memorials, monuments or donated items of park furniture with an affixed donor's plate within MRC owned or controlled parks and reserves.

### Policy Statement

MRC will consider applications to have a memorial, monument or plaque installed in a park or reserve where the individual, organisation, event or place being celebrated is deemed to be of local or regional significance. This includes MRC's commitment to honouring Service Personnel of the Australian Defence or Allied Forces and their nationally recognised military campaigns; and Police and Emergency Services personnel who have lost their lives while carrying out their duties.

MRC considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

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This process to remain in force until otherwise determined  
by Mackay Regional Council

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## 1.0 Principles

MRC recognises the importance of memorials, monuments and plaques in celebrating the region's natural and cultural heritage but distinguishes between the function of parks and reserves versus MRC-controlled cemeteries in relation to heritage protection and the erection of these types of features.

Cemeteries are viewed by MRC as being the appropriate setting for the erection of a memorial or plaque in remembrance of individuals who have died.

Parks and reserves are primarily provided and maintained by MRC for recreation or environmental protection and in general, the erection of memorials, monuments or plaques is not encouraged within parks or reserves.

Members of the public can however apply to donate and have a piece of park furniture installed in memory or recognition of individuals or organisations that has made a significant contribution to or an event that has had a lasting impact on the local community.

### 1.1 Management of Requests for Plaques, Memorials or Monuments

- 1.1.1 MRC will not permit the installation of plaques, memorials or monuments within any parks and reserves, other than for honouring:
  - a). Service Personnel of the Australian Defence Forces and Allied Forces and their nationally recognised military campaigns; or
  - b). Police and Emergency Services personnel who have lost their lives while carrying out their duties.
  - c). An event or place that is of local or regional significance.
- 1.1.2 Plaques, memorials and monuments for the purposes listed in clause 6.1 shall be designed and located such that they enhance the visual amenity of the park and comply with all relevant planning and building laws, codes and specifications.
- 1.1.3 All applications for installation of plaques, memorials or monuments, or park furniture within MRC parks and reserves referenced in 1.1.1 (a) and (b) will require the approval of the authorised officer.

All applications in referenced in 1.1.1(c) will be approved by Council resolution.
- 1.1.4 Existing plaques, memorials and monuments are not considered precedent for MRC approval of any future requests.
- 1.1.5 MRC will not consider the installation of plaques, memorials or monuments for domestic pets in any of its parks and reserves.
- 1.1.6 MRC will permit the donation and subsequent installation of park furniture at cost to the applicant within a park or reserve subject to the

approval of the authorised officer. The park furniture is required to be compliant with MRC List of Furniture and Materials.

- 1.1.7 MRC will permit the installation of a donor's plate on a donated item of park furniture which has been installed in a park or reserve, the cost of which is to be borne by the applicant. The plaque is to be ordered by MRC and shall consist of bronze material, 120mm x 70mm with the approved notation:

***'This (seat, bench, table, setting, shelter etc.) is donated in the memory of (name of person/organisation/event)'***

- 1.1.8 MRC will install and maintain all park furniture and plaques donated by the applicant.
- 1.1.9 MRC shall not be liable nor recompense anyone for damage to plaques, memorials, and monuments or to donated items of park furniture affixed with a donor's plate within its parks and reserves.
- 1.1.10 Subject to the approval of the authorised officer, MRC may, without notice, remove and dispose of any plaque, memorial, and monument or donated item of park furniture with affixed donor's plaque.

## 2.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to  
Chief Executive Officer  
Mackay Regional Council  
PO Box 41  
MACKAY QLD 4740

Via Email - [complaints@mackay.qld.gov.au](mailto:complaints@mackay.qld.gov.au)

In person at the following Council Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

### 3.0 Definitions

To assist in interpretation the following definitions shall apply:

**Authorised Officer** shall mean the holder of a position that has the power to approve the installation and removal of memorials, monuments, plaques and park furniture which is limited to Manager Parks, Environment and Sustainability, Director Development Services or the CEO.

**Council** shall mean all elected representatives including the Mayor of Mackay Regional Council.

**Donation** shall mean a monetary or non-monetary gift or contribution that is voluntarily transferred by a member of the public to MRC without any expectation of compensation or benefit.

**Donor's Plate** shall mean a 120mm x 70mm bronze plate used to inscribe the name of an individual or organisation and affixed to a donated piece of park furniture.

**Heritage** shall mean something inherited from the past and valued enough today to leave for future generations.

**Memorials and Monuments** shall mean objects, sculptures or structures that are explicitly memorial in form and language.

**MRC** shall mean Mackay Regional Council.

**Nationally Recognised Military Campaigns** means those military campaigns officially recognised by the Australian Federal Government.

**Park** means an area primarily for recreational use and managed by MRC.

**Park Furniture** means those approved by the Authorised Officer and compliant with MRC's current visual identity standards.

**Plaque** shall mean flat tile/tablet of bronze which includes text and/or images to commemorate or preserve the memory of a person, place or an event.

**Police and Emergency Services personnel** shall mean a person who has been formally recognised as having served with the Queensland Police, Fire, Ambulance or State Emergency Services.

**Reserve** means an area primarily for public use or purpose and managed by MRC on behalf of the State Government.

**Service personnel** shall mean a person who has been formally recognised as having served in the Australian Defence Forces or Allied Forces.

**Significance** shall mean the measure of importance or meaning placed on a landscape, site, building, object, installation, person or past event by an individual. Local or regional significance is when the perception of importance or meaning is shared by individuals

within a local community or across a specific region which in the context of this policy is the MRC Area.

#### 4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

#### 5.0 Reference

- *Land Act 1994*
- *Local Government Act 2009*
- Local Law No 4 (Local Government, Controlled Areas, Facilities & Roads)
- Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2011
- Department of Environment & Resource Management – Operational Policy on Memorials and Plaques
- *Queensland Heritage Act 1992*
- *Public Records Act 2002*
- *Sustainable Planning Act 2009*
- The Burra Charter (The Australia ICOMOS Charter for Places of Cultural Significance)

#### Related Documents

- MRC Policy No. 059 - Receipt of Donations by Council Policy
- MRC Policy No. 010 - Roadside Memorial Policy
- MRC Policy No. 090 - Naming of Infrastructure Assets Policy
- Mackay Regional Botanic Gardens Donations Guideline
- Mackay Regional Council List of Furniture & Materials.

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Version Control:

| Version | Reason / Trigger | Change                    | Endorsed / Reviewed | Date     |
|---------|------------------|---------------------------|---------------------|----------|
| 1.      | New Policy       |                           | Council             | 23.04.14 |
| 2       | Review of Policy | Amendments made to Policy | Council             | 28.09.16 |
| 3       | Review of Policy | Amendments made to Policy | Council             | 09.10.19 |
| 4       | Review of Policy | Amendments                | Council             | 23.8.23  |