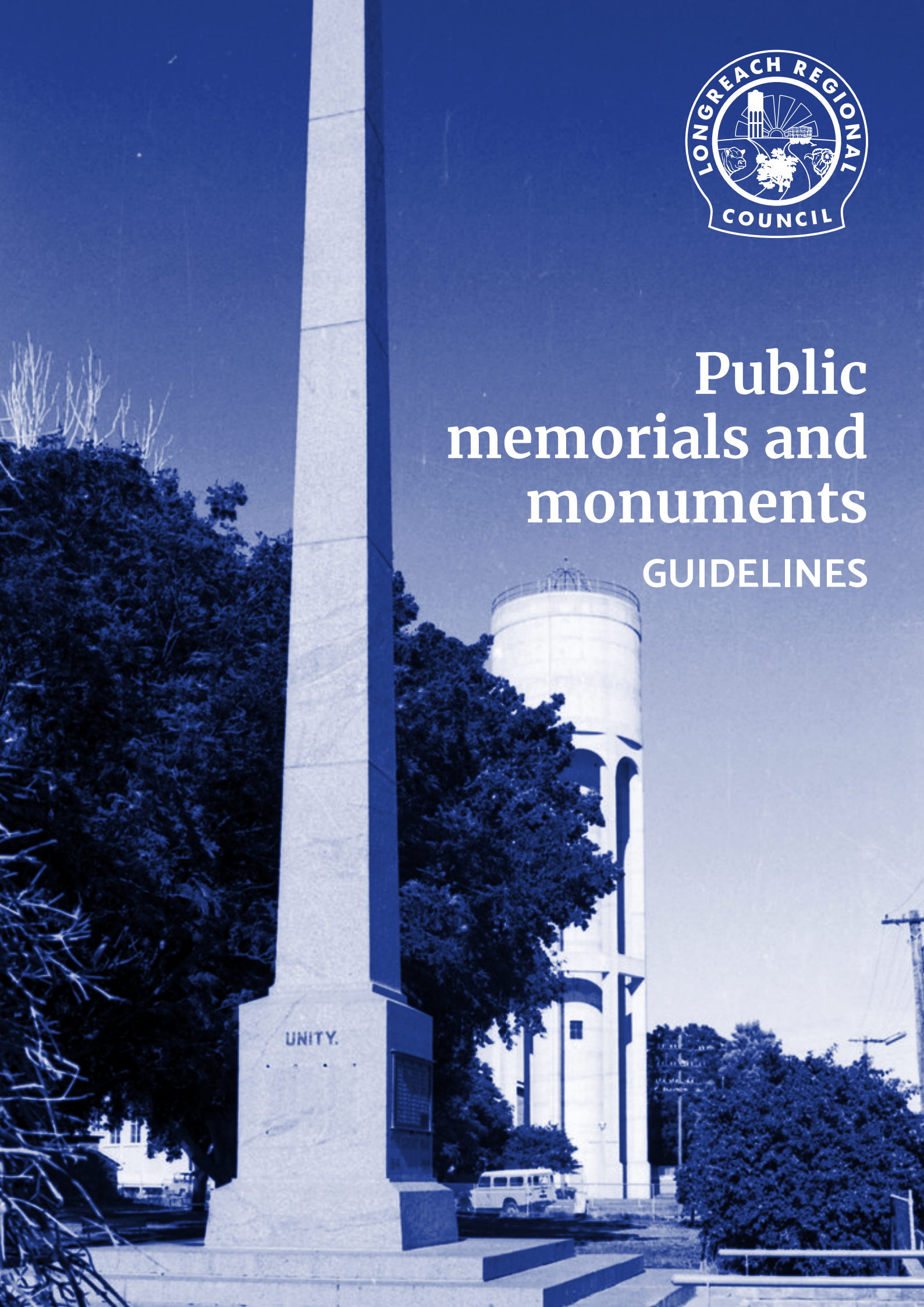




# Public memorials and monuments

## GUIDELINES



# 1. Introduction

Longreach Regional Council (Council) recognises the need for public amenities, including parks and reserves, across the Shire. Council's parks and reserves are primarily provided and maintained for recreation or environmental protection.

Council considers the cemeteries provided by Council and other providers in the Shire are located in the most appropriate places for commemorating loved ones. Generally, Council does not support visible memorials being created in its parks and reserves or alongside footpaths.

However, Council recognises that, on occasion, it is appropriate to commemorate or recognise local people, groups, places or events of significance in a more public space. In such circumstances, Council may approve a public monuments or memorials in accordance with the Memorials and Monuments Policy.

Requests for public monuments or memorials will only be approved if they meet the criteria contained in the Policy and the Guidelines.

The Public Memorials and Monuments Policy and Guidelines replaces any previous approval or process regarding the installation of a memorial. Existing memorials or plaques cannot be used as precedent for future approvals.

## Guiding principles

Council is committed to:

- ▶ maintaining and enhancing an awareness and appreciation of our diversity, culture, environment, heritage and creativity as expressed in memorials or monuments created within our region
- ▶ appropriately commemorating and honouring people and organisations who have contributed significantly to our community or commemorating significant events and places
- ▶ ensuring that the physical condition of memorials is monitored and maintained
- ▶ fostering partnerships across Council to ensure an integrated organisational approach to the construction of memorials in the region
- ▶ fostering partnerships in the community to ensure memorials commemorating the significant contribution of individual/s, events and places are respected.

## Guideline objectives

1. To assist community members when considering a request for a memorial and/or plaque in land owned or controlled by Council
2. To assist Council staff in managing the many requests received annually and to ensure that public open space is maintained as a valuable commodity for all the community to enjoy
3. To support effective processing of memorial and plaque applications
4. To ensure the design and placement of a memorial or plaque is appropriate to the site and does not present a safety risk

**Note:** For the purposes of this document, memorials and monuments will be referred to jointly as memorials unless identified as otherwise.

## Exclusions

The Guidelines do not apply to the naming of parks, roads, bridges, or community facilities; signage, advertising or sponsorships covered by other Council policies; or roadside fatality memorials and plaques. It also does not cover requests for memorials on private land or for military service plaques on recognised war or defence service memorials. Memorials commemorating the death of domestic pets and animals are not permitted on public land.

## 2. What is ‘Significance’?

To manage the high number of requests received every year, Council has adopted the Memorials and Monument Policy. Requests will be assessed on the demonstrated significance of the subject of the memorial to the location and/or community in which the memorial is to be located.

The criteria of a significant person, group, organisation or event to be considered for public commemoration in the Longreach Regional Council area will be assessed as someone or something that:

- ▶ has cultural, social, environmental or historical meaning and value for the community in which it is to be placed
- ▶ represents the aspirations of the region’s community or community sector in which it is to be placed
- ▶ enhances a sense of place and increases an understanding of the region and its people.

### Examples (for new memorials)

- ▶ A person or group that has made a highly significant contribution to the cultural, political or social development of a community or communities of the Longreach Region
- ▶ An important anniversary or an event recognised by the community or communities of the Longreach Region as being highly significant to the history and development of the Longreach Region
- ▶ An historical or other culturally significant event recognised by a community as being significant and contributes to the cultural heritage of a particular site or area

### Considerations

‘Significance’ is not necessarily a permanent feature of a community and can change over time (see also Maintenance and Decommissioning section).

No new memorial should be considered that commemorates a person, event or occasion already memorialised, unless circumstances prove truly exceptional.

## 3. Types of Memorials

Council offers two types of memorials:

- ▶ standard memorials or monuments
- ▶ non-standard memorials or monuments

### Standard memorial or monument

Three standard items are offered to the community as memorials. Council will supply and install the memorial. A quote will be provided, which will include materials and installation costs.

### Plaques

- ▶ Plaques are available to be installed onto the existing concrete base of a bench or similar item of furniture, established in memory of any person, organisation or event.
- ▶ Standard plaque specifications:
  - ▶ Measurement to be determined by the applicant.
  - ▶ Plaque to feature cast bronze with raised, gold coloured lettering.
  - ▶ Fixing points will be applied to the plaque, suitable for the surface to which it is to be attached.
  - ▶ Plaques are to be fixed to a concrete base or existing furniture item.
  - ▶ Text to be determined by the applicant. A small logo may be used if relevant and approved.
  - ▶ The applicant is responsible to verify accuracy of the text, for example, for historical information, and to identify any acknowledgement that may be required
- ▶ Ordering and plaque fabrication may take up to four weeks. Installation is dependent on a number of factors including location and weather conditions.



## Park furniture and plaque

Park furniture or similar can be purchased via Council and established in memory of any person, organisation or event. The furniture may be accompanied by a plaque. The location and style of memorial furniture will be determined and ordered via Council suppliers, to help preserve the aesthetics of the identified location.

## Commemorative tree and plaque

Commemorative trees can be purchased via Council and established in memory of any person, organisation or event, and may be accompanied by a plaque (if appropriate). The location and type of tree will be determined and ordered via Council suppliers to help preserve the aesthetics and climate of the identified location.

## Non-Standard Memorial Items

Any memorial item that falls outside the scope of the standard memorial items will be deemed non-standard. This includes objects, sculptures or structures that:

- ▶ can be identified as a memorial in form
- ▶ have a designer/artist involved in developing the work
- ▶ are to be located on land either owned or managed by Council.

Council may choose to apply terms and conditions as part of the approval of a non-standard memorial item.

Council will carry out any installation requirements for non-standard memorial items, in consultation with the applicant. The applicant will still be responsible for any costs incurred as part of the installation process.

# 4. Application Criteria

Council will consider every proposal to install a public monument and memorial. However, approval of a proposal is only likely in instances where Council is satisfied the proposal meets the following criteria:

1. The person, place or event is significant to the Longreach Region local government area, Queensland or Australia.
2. The person, place or event has not been commemorated elsewhere (excluding war memorials and war monuments).
3. Strong community support has been demonstrated.
4. The design is appropriately respectful of the subject.
5. The proposed design and materials are of a high standard and foster a long life cycle of the asset (in other words, using robust materials).
6. The proposed design is safe for a public place.
7. The historical information is correct and verified.
8. An estimate of cost to procure and install the memorial has been provided, including a maintenance schedule (applicable to non-standard items only).

# 5. Making an application

Applicants are required to read Council's Memorials and Monument Policy and Guidelines before filling in a Public Memorials and Monuments Application Form.

Applications can be downloaded from Council's website and sent to Council via:

## Mail

Director of Community Services

Longreach Regional Council

PO Box 144, Ilfracombe, Qld 4727

or

**Email:** [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

The application will be assessed by a nominated panel following receipt of the required application form and all required supporting documentation.

## Supporting Documentation

To be eligible for assessment, applications must be submitted with:

- ▶ a completed and signed Memorials and Monuments Application form
- ▶ evidence that demonstrates the application fulfils the Memorials and Monuments Policy criteria, for example:
  - ▶ letters of support and/or documentation relating to the significance of the subject for memorial
  - ▶ a letter of permission of relevant family if the request is from an organisation or person other than a family member, and/or
  - ▶ two character references for the person to be commemorated

- ▶ the site identified with a diagram or map that indicates the location of the proposed memorial item
- ▶ a quote from Council covering all costs associated with the procurement and installation of the memorial and acknowledgment to cover all costs listed in the quote.
- ▶ **for non-standard memorial items only:** a detailed design proposal and costings for memorial structure or landscaping (including engineered drawings if applicable, artist details, maintenance schedule and costings, quotes, etc.)
- ▶ DA form 2 - Application for building work, if the memorial is over two metres high from ground level and/or 1.2m wide
- ▶ drawings from a Registered Professional Engineer Queensland (RPEG) of the structure, as well as footing designs if an application for building work is required.

## Consideration

- ▶ Council may request further information, if required.

## 6. Assessing an Application

Requests are assessed against the criteria established from the Guiding Principles of the Memorials and Monuments Policy and Criteria (see section 4.0).

Applications are assessed by the Memorials and Monuments Assessment Panel. This panel consists of relevant departmental officers. The panel recommendation is referred to the next monthly ordinary Council meeting for approval. Applications are then prepared to accompany the recommendation.

Following Council consideration of the application, the applicant will be advised of the decision. Successful applicants will also be advised of any further statutory approvals that may be required including the *Longreach Regional Council Planning Scheme, Building Act 1975*, and the *Queensland Heritage Act 1992*.

### Consideration:

- ▶ Not all applications are successful.
- ▶ Parks and public spaces that already contain a high number of memorial plaques, features and furniture are currently a low priority for further memorial items, unless the subject for commemoration is of particular significance to the host or regional community.
- ▶ No more than one plaque will be attached to each furniture item.
- ▶ No request will be considered outside this process.

## 7. Estimated Costs

Costs are based on the type of memorial and installations and are subject to change. Costs can vary depending on site requirements (for example, matching current park furniture). Council will be responsible for ordering standard memorial items and invoice the applicant accordingly.

Any non-standard memorial item costs and maintenance will be determined by the applicant. Council will carry out any installation requirements for non-standard memorial items in consultation with the applicant. The applicant will still be responsible for any costs incurred as part of the installation process.

## 8. Payment Options

On approval of a memorials and plaques application, applicants will be sent a letter outlining the next steps in the process and an invoice for the products and services for which they have been approved.

Payment of the invoice is required before any memorial items will be ordered or installation scheduled.

## 9. Decommissioning of all Memorials and Monuments.

Memorials have a finite life and Council cannot guarantee that a memorial or plaque will remain at the designated site. Council reserves the right to remove a memorial or monument at its discretion without providing notification to the applicant.

Council will be responsible for managing a memorial's maintenance schedule. Ongoing maintenance requirements will be clarified once a memorial or monument has been approved and subsequent agreement made for its installation. The maintenance requirement will depend on the type of memorial proposed.

# 10. Process Overview

