


<b>Public Monuments and Memorials Policy</b>		 Longreach Regional Council
Policy Number:	11.09	
Policy Category:	Community	
Authorised by:	Res-2022-04-095	
Date approved:	21 April 2022	
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## PURPOSE

The purpose of this policy is to provide guidance on the assessment and management of requests for the installation and ongoing maintenance of public monuments and memorials on Longreach Regional Council owned and/or controlled land.

## SCOPE

This policy covers all applications and requests for commemorative naming and placement of Public Monuments or memorials in Council owned and/or controlled land. It does not cover memorials placed in cemeteries (whether Council-owned or otherwise), on private land, or on privately owned buildings.

This policy does not include:

- Memorials relating to war or military service;
- The naming of new parks that are being created as part of a subdivision;
- The naming of roads within the Local Government Area;
- Directional signage or informational signage as relates to anything other than those designed to commemorate a person or event; or
- Roadside Tributes.

## LEGISLATION

*Local Government Act 2009*

*Longreach Regional Council Planning Scheme*

*Building Act 1974*

*Queensland Heritage Act 1992*

## DEFINITIONS

**Committee Member** - An individual or organisation represented by a delegated person who is appointed for the term of the Council Advisory Committee.

**Executive** - Includes Council's Chief Executive Officer and Director of Community Services.

**Memorial** – Is infrastructure to remember a person or persons who have died.

**Responsible Officer** – Includes Council's Community Services Directorate Management who have responsibility for oversight of parks and open spaces for the purposes of responsibilities attached to this policy.

**Monument** – Is infrastructure to honour some notable person or event.

## POLICY STATEMENT

Longreach Regional Council (Council) recognises the need for public amenities, including parks and reserves, across the local government area. 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 local government area as the most appropriate places for commemorating loved ones. Council generally does not support the creation of visible memorials 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 this policy.

Requests for public monuments or memorials will only be approved if they meet the criteria contained in this policy and the guidelines.

This policy replaces any previous approval or process regarding the installation of a memorial. Existing memorials or plaques cannot be employed as precedent for future approvals.

### ***AUTHORITY AND RESPONSIBILITIES***

Responsibilities for implementing this policy are shared between Councillors, Executive and staff as follows:

#### *Councillors*

- To lead the community in their understanding of, and compliance with, this Policy
- To consider requests for large memorials in accordance with this Policy and the Public Memorials Policy Guidelines
- To consider requests for naming public places and buildings in accordance with this Policy and the Public Memorials Policy Guidelines

#### *Executive*

- To implement this Policy, the Public Memorials Policy Guidelines and any related procedures
- To lead staff in their understanding of, and compliance with, this Policy
- To consider requests for historical markers and interpretative signage in accordance with this Policy, the Public Memorials Policy Guidelines.
- To implement and maintain this Policy, the Public Memorials Policy Guidelines and any associated procedures.

#### *Responsible Officer*

- To assess requests and applications for memorials trees and memorial park seats in accordance with this Policy, the Public Memorials Policy Guidelines and any associated procedures.

#### *All Council Staff*

- To comply with this Policy, the Public Memorials Policy Guidelines and any associated procedures.

### ***TYPES OF MEMORIALS OR MONUMENTS***

Council offers two types of memorials or monuments:

1. Standard Memorials or Monuments
2. Non Standard Memorials or Monuments

#### *1. Standard Memorial or Monument*

There are three standard items offered to the community as memorials or monuments. The supply and installation of the memorial or monument is undertaken by Council. A quote will be provided which will include materials and installation costs.

##### *1.1 Plaques*

(a) Plaques are available to be installed onto the existing concrete base of a bench or similar item of furniture or similar, established in memory of any person, organisation or event.

(b) Standard Plaque Specifications:

- Measurement: to be determined by the applicant.



- 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 (by Council).
- The applicant is responsible to verify accuracy of the text eg for historical information, and to identify any acknowledgement that may be required.

(c) Ordering and fabrication of the plaque may take up to four weeks. Installation is dependent on a number of factors including location and weather conditions.

### *1.2 Park Furniture and Plaques*

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

### *1.3 Commemorative Tree and Plaques*

Commemorative Tree's 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 ensure to uphold aesthetics and climate of the identified location of placement.

## *2. Non-Standard Memorial or Monument*

Any memorial or monument item that falls outside the scope of the standard memorial or monument items will be deemed as non-standard and includes objects, sculptures or structures that: can be identified as a memorial or monument in form, have a designer/artist in the development of the work, and are to be located on land either owned or controlled by council.

Council may choose to apply terms and conditions as part of the approval of a Non-Standard Memorial or Monument Item.

Council will carryout any installation requirements for Non-Standard Memorial or Monument Items, in consultation with the applicant. The applicant will still be responsible for any costs incurred as part of the installation process.

## ***APPLICATION CRITERIA***

Council will give due consideration to every proposal to install a public monument or memorial. However, approval of a proposal is only likely in instances where Council is satisfied that the proposal meets the criteria:

1. The person, place or event is significant to the Longreach Regional Council 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 (i.e 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 memorial has been provided, including a maintenance schedule (applicable to non standard items only).

### ***APPLICATION SUBMISSIONS***

The Council's Memorials and Monument Policy Guidelines provide details on required information and how to properly submit an application as well as all required supporting information. Applications must be submitted on Council's Public Memorials and Monuments Application form. The application will be assessed by a nominated panel only following receipt of the required application form and all required supporting documentation.

### ***APPLICATION ASSESSEMENT***

Requests are assessed against the criteria established from the Guiding Principles of Council's Memorials and Monuments Policy and Criteria.

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

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.

### ***DECOMMISSIONING OF MEMORIALS AND MONUMENTS***

The applicant recognises memorials and monuments have a finite life and Council cannot guarantee that a memorial or monument 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.

Management of a memorial and monuments maintenance schedule will be the responsibility of council. Approval and subsequent agreement for the installation of a memorial or monument will clarify ongoing maintenance requirements, dependent on the type of memorial or monument proposed.

### ***RELATED DOCUMENTS***

The policy complements and is to be implemented in conjunction with but not limited to other Council Policies and directives:

*Longreach Regional Council Public Memorial and Monuments Guidelines*  
*Longreach Regional Council Public Memorial and Monuments Application Form*

Authorised by resolution as at 21 April 2022:



Scott Mason  
Acting Chief Executive Officer