

# PLAQUES AND MEMORIALS POLICY

## COMMUNITY POLICY



### 1 Scope

This policy applies to all existing and proposed plaques and memorials in public open spaces within the Region.

This policy does not apply to:

- (a) Roadside memorials;
- (b) War memorials;
- (c) Memorials or plaques deemed larger than the standard plaque size identified in this policy;
- (d) Memorials or plaques located in a Council cemetery;
- (e) Council plaques used to commemorate an event or opening of a new or refurbished building or facility; or
- (f) A structure that falls outside the scope of the standards set in the Plaques and Memorial Procedure and Standards.

### 2 Purpose

The purpose of this policy is to ensure a consistent approach to the assessment and placement of plaques or memorials.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Aboriginal Cultural Heritage Act 2003*

*Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cwth)*

*Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*

*Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019*

Naming of Parks, Reserves and Sport Facilities Policy

Plaques and Memorials Procedure and Standards

Roadside Memorials Policy

### 4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Memorial	A monument established in memory of a person, group or event.

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Plaque	An ornamental tablet that is fixed to a wall or other surface in commemoration of a person or event.
Public Open Space	Land held by the local government in freehold or leasehold, or as trustee of a reserve, other than a road, that is generally accessible to the community and provides for a range of sport, recreation, cultural, entertainment or leisure pursuits.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

## 5 Policy Statement

Council acknowledges the importance of plaques and memorials for remembering, celebrating and recognising the contributions of the Region's people, history, culture, events and organisations. This policy provides a consistent approach to the implementation of new and management of existing plaques and memorials.

### 5.1 Criteria

Plaques and memorials are intended to commemorate outstanding contributions or significant events important to the community.

Plaques or memorials may be considered for commemoration of the following:

- An individual who is a member of and made substantial contribution to the Region. The contribution was considered as significant, beyond what would be reasonably expected through paid or voluntary work and one that stands out from others who made a valuable contribution.
- A group or association in the Region who have made an outstanding contribution to the Region.
- A heritage or cultural event which has a deep connotation on the community or is of national or state significance.

Commemorating deceased persons in relation to a place of passing is generally not permissible unless under exceptional circumstances and the above criteria for an individual is met.

A request for a memorial commemorating a deceased person is considered after at least 15 months after the passing of the individual to allow time for an appropriate historical perspective.

The subject of commemoration must have a strong association or significance to the proposed location of the plaque or memorial.

Requests for plaques or memorials must be consistent with any applicable master plans, concept plans or any future development plans for the site.

The location of plaques and memorials must not have a negative impact on the use of the site and must not detract from the aesthetic value of the open space.

Council accepts a maximum of one plaque/memorial per person, event or organisation.

All plaques and memorials in public open spaces must have prior written approval from Council. Council will remove any plaques or memorials that have been placed without approval.

If a safety concern or an issue arises within the community regarding a plaque or memorial, Council may at their discretion have a plaque or memorial removed at anytime.

### 5.2 Design and Construction

The size and type of any furniture is determined by Council in accordance with the Plaques and Memorials Procedure and Standards.

Plaques and memorials are supplied and installed by Council to ensure a consistent standard of design and materials.

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The applicant is responsible for all costs associated with the manufacture and/or installation of a plaque or memorial (in some instances Council may at its discretion contribute towards the associated costs).

The General Manager Community Services is responsible for the final approval of the design, layout and location of a plaque or memorial.

### 5.3 Asset Management

Plaques and memorials are owned and maintained by Council upon installation.

Council is not responsible for additional costs to replace a plaque or memorial that has been stolen or damaged beyond repair.

Plaques/memorials and their location are not set in perpetuity but remain effective for a minimum of 10 years after which time Council has authority to remove, move or retain at their discretion.

Council maintains a record of all installations, including the installation date, location, applicant and construction details in Council's GIS system.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Parks
Policy Quality Control	Legal and Governance



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