

# PLAQUES AND MEMORIALS PROCEDURE AND STANDARDS



## 1 Scope

This procedure applies to community members applying for plaques or memorials in public open spaces within the Region.

This procedure does not apply to:

- (a) Roadside memorials;
- (b) War memorials;
- (c) Memorials or plaques deemed larger than the standard plaque size identified in this procedure;
- (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 this procedure.

## 2 Purpose

The purpose of this procedure is to outline the application process and the standards and specifications for new plaques or memorials.

## 3 Related Documents

### 3.1 Primary

Plaques and Memorials Policy

### 3.2 Secondary

*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

Roadside Memorials Policy

## 4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Furniture	An item of furniture such as a seat or table that meets Council's standard for the relevant park or open space.
Memorial	A structure established in memory of a person, group or event.
Plaque	An ornamental tablet that is fixed to a wall or other surface in commemoration of a person or event.

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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 Procedure

### 5.1 Making an Application

#### 5.1.1 Enquiries

Persons making initial enquiries regarding the installation of a memorial or plaque should refer to the Plaques and Memorials Policy for direction.

#### 5.1.2 Application Process

Applications for the installation of a plaque or memorial are accepted from a variety of sources including individuals, groups, clubs, committees and societies etc.

Applications must be made in writing and addressed to the General Manager Community Services.

Applications must demonstrate in detail their conformance with the Plaques and Memorials Policy and include:

- (a) The information on how the applications meets the policy criteria;
- (b) Outline the preferred location and demonstrated relevance of the requested location; and
- (c) Describe the type of plaque or memorial to be installed.

### 5.2 Assessment and Notification

Applications are assessed against the criteria outlined in paragraph 5.1 of the policy.

Once assessment is completed the applicant is notified if the application is successful or unsuccessful.

Upon notification of a successful application, Council coordinates with the applicant on the process for the manufacture and installation of the plaque/memorial.

All costs are borne by the applicant, in some instances and at its own discretion Council may contribute towards the cost of the manufacture and/or installation.

Final approval for the design and layout of a plaque or memorial rests with the General Manager Community Services.

#### 5.2.1 Out of Scope Applications

Should the plaque or memorial type fall outside the scope of the Plaques and Memorials Policy and this procedure the applicant may contact Council for further assistance.

### 5.3 Standard Specifications

Council has developed a standardised model for the development of plaques and memorials. Any applications outside these specifications would fall under paragraph 5.2.1 out of scope applications.

#### 5.3.1 Standard Plaque Specifications

Measurement: 130mm x 150mm standard single bronze plate includes; seven lines of text.

Fixing points (lugs) are applied to the plaque suitable for the surface to which it is to be attached.

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The design and text is manufactured as approved by the General Manager Community Services as part of the approval process.

The applicant is responsible to verify accuracy of the text, for example historical information, and to identify any acknowledgement that may be required.

### 5.3.2 Standard Memorial Furniture

The standard of furniture used for the memorial may depend on the specific standards for the chosen location.

Prices of memorial furniture may differ in relation to the standards and requirements of the location.

Plaques are fixed to the concrete base of a furniture item or centred at the back of the seat.

Upon notification of a successful application, the applicant is informed of the furniture style, any additional requirements and an estimated cost for the purchase and installation of the furniture.

## 6 Review Timelines

This procedure 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 General Manager Community Services.

## 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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