

# Memorials and Commemorative Items Policy

Local Government Act 2009

## 1. Policy Statement

Townsville City Council (Council) will assess requests to establish Memorials and accept donated Commemorative Items under this policy.

## 2. Principles

The installation of public Memorials imposes initial and recurrent costs upon the community, and will be permitted by Council only when:

- The installation of the Memorial is appropriate having regard to the outstanding significance to the community of the person, group or event that is to be commemorated;
- There is broad community support for the commemoration; and,
- The location and nature of the Memorial is appropriate, sensitive to the environment, and does not impose an unacceptable maintenance burden upon the community.

## 3. Scope

This policy applies to all requests to establish a Memorial, or for Council to accept the donation of a Commemorative Item within public areas under the Council's control.

## 4. Responsibility

Managers are responsible for ensuring that this policy is understood and adhered to by all relevant Workers.

## 5. Definitions

**Commemorative Item** - means:

- a small metallic sign placed upon outdoor tables and chairs within a park to commemorate a significant person/s, organisation or event; or
- a tree planted to commemorate a significant person/s, organisation or event, which has a small metallic sign installed on a concrete block at the base of the tree. All commemorative trees will be selected from Council's nominated tree specimen lists.

**Manager** - an individual responsible for overseeing and coordinating specific functions, departments, teams or projects within Townsville City Council.

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**Memorial** - an object, including a monument, plaque or other signage, established to commemorate a person, group or event.

**Park Facility** - any structure or feature located within a park such as gazebos, playgrounds, lookouts, individual ovals, playing fields or courts.

**Regional Recreation Parks** - means a park with the hierarchy classification of Regional Recreation. These include: The Strand, Riverway, Jezzine Barracks, ANZAC Memorial Park, Castle Hill, Mount Louisa, Mount Stuart Summit, Queens Gardens, Anderson Gardens, Palmetum, Dan Gleeson Memorial Garden.

**Workers** - includes employees, contractors, volunteers and all others who perform work on behalf of Council.

## 6. Policy

Council discourages the installation of Memorials or Commemorative Items in public places under Council's control, and will generally only approve installations that:

- relate to a person or group with lengthy and distinguished civic service, or an event that is of outstanding cultural significance; and
- in respect of which there is a high level of demonstrated community support.

Council will not agree to the placement of Memorials or Commemorative items (excluding war memorials) on any Park Facility.

Due to the nature and usage of Regional Recreation Parks and the high cost associated with the purchase and maintenance of embellishments within those Parks, the Council is unlikely to permit the installation of Memorials or Commemorative Items within Council's Regional Recreation Parks.

Council will consider accepting donated Memorial or Commemorative Items only when:

- the person, group or event to be recognised is linked to and appropriate to the nominated place;
- Council accepts that having a Memorial or Commemorative Item is appropriate for that place;
- the Memorial or Commemorative Item is suitable for the requested park; and
- the Memorial or Commemorative Item will require minimum ongoing maintenance and have a long asset life suitable for the climatic conditions of the Townsville region.

### 6.1. Application Process

Requests to install a Memorial or Commemorative Item must be submitted to Council in writing and include details of the person, group or event to be recognised, and supporting information. The request must also provide details on the location and design for the proposed Memorial or Commemorative Item.

Requests will be assessed by the Infrastructure & Operations division in accordance with this Policy. The acceptance of new Memorials or Commemorative Items will be confirmed by Council resolution at an Ordinary Council meeting.

Any costs associated with the installation of a new Memorial or Commemorative Item will be borne by the applicant, unless otherwise agreed.

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If a Memorial or Commemorative Item is approved and installed, Council will become the owner of the asset. Council will maintain the Memorial or Commemorative Item in accordance with its current maintenance standards.

All Memorials will be held in perpetuity until reasonable maintenance, restoration and reconstruction cannot restore the Memorial.

All Commemorative Items will be removed at the end of their asset life span and will be replaced with a similar item, which will not contain a metallic sign unless otherwise agreed. Council will maintain these Commemorative Items for a minimum of 10 years. If vandalism of the item does occur over this period, the item will be repaired or replaced with the metallic sign at no cost to the original applicant.

## 7. Legal Parameters

*Local Government Act 2009*

*Local Government Regulation 2012*

## 8. Associated Documents

Citylibraries Policy

Naming of Parks, Reserves and Park Facilities Policy

The Burra Charter 2013 - (The Australian Incorporated International council on Monuments and Sites)  
Places of Cultural Significance

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