

# Memorials and Commemorative Items Policy

*Local Government Act 2009*

# 1. POLICY STATEMENT

The 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 the council to accept the donation of a commemorative item within public areas under the council's control.

## 4. RESPONSIBILITY

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

## 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** – includes persons appointed to positions including with the title, Team Manager, General Manager, Principal, Director and Chief.

**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.

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

## 6. POLICY

Council discourages the installation of memorials in public places under the 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.

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The council will not agree to the placement of memorials (excluding war memorials) on any park facility.

Because of 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.

In other public places, Council will consider accepting donated Commemorative Items only when:

- The person, group or event to be commemorated is linked to and appropriate to the nominated place;
- The council accepts that having a commemorative item is appropriate for that place;
- The commemorative item is suitable for the requested park; and
- the commemorative item will require minimum ongoing maintenance and have a long asset life suitable for the climatic conditions of the Townsville region

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. Council will hold all memorials 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

Public Art Policy

Naming of Parks, Reserves and Park Facilities Policy

Memorials and Commemorative Items Procedure

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

## 9. DOCUMENT HISTORY

Date	Version	Amendment	Reviewer	Approved

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## Contact us

👤 103 Walker Street, Townsville City  
✉ PO Box 1268, Townsville QLD 4810  
📞 13 48 10  
📧 [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au)  
💻 [townsville.qld.gov.au](http://townsville.qld.gov.au)

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