
PLAQUES, MEMORIALS AND MONUMENTS

POLICY

INTENT

This policy sets out Council’s framework for the placement and maintenance of plaques, memorials and monuments in the Cook Shire.

SCOPE

This policy covers all applications received for plaques, memorials and monuments proposed to be located in any public space within the Cook Shire area.

DEFINITIONS

TERM	DEFINITION
Artwork or other feature	If intended primarily to enhance public spaces and not designed as a memorial, it is not considered a memorial for the purpose of this policy.
Memorial	An object established in memory of a person or event. Note: In this policy, the term ‘memorial’ will be used to describe plaques, memorials and monuments.
Monument	Similar in meaning to ‘Memorial’ for the purposes of this policy and may describe a statue or structure which is built for commemorative purposes.
Plaque	A flat tablet of metal, stone or other material which includes text and/or images which commemorate a person or an

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Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
Review Date:	February 2025		
Current Version:	Adopted February 2020		

TERM	DEFINITION
	event and which is affixed to an object, building or pavement. The text may also provide historical text or information relevant to its location.
Public Open Space	Includes community land, road reserve and operational land owned by Council and other land in Council's care, control or management.

POLICY STATEMENT

BACKGROUND:

The creation or placement of plaques, memorials or monuments on public land is not permitted unless the consent of Council is provided prior to placement.

Therefore, requests are to be submitted to Council from individuals and organisations for permission to place memorials or plaques to an individual, organisation or event within public spaces within the Council area.

While appropriate memorials can enrich public open space, these areas are an important community resource, therefore memorials, monuments and plaques need to be carefully considered to ensure that they do not impact negatively on these spaces.

It is recognised that a location (e.g. botanical gardens or parkland) may become saturated with plaques and memorials, and in that case, it would be appropriate to consider strict limitations or a moratorium of future installations at a particular location or area.

The placement of memorials such as rocks and plinths with plaques and similar monuments have, in the past been carried out by residents without reference to Council. These memorials are generally placed to commemorate the passing of a person or the life of a family and are placed in locations with views and of high scenic amenity and/or significance. This placement may not have any significance to the broader community and can create a graveyard appearance in parks and reserves.

OBJECTIVES:

To ensure all requests are treated consistently, with a high level of transparency and accountability, this policy has been developed to attain the following objectives:

- To provide guidelines on what memorials may be placed in public places;
- To explain the process that needs to be followed to gain consent from Cook Shire Council for the placement of a memorial in the Cook Shire;
- To advise Council's approach to the management of requests for the installation of commemorative plaques, memorials and monuments in public spaces in the Cook

Document Number:	D20/5542	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 2 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
Review Date:	February 2025		
Current Version:	Adopted February 2020		

Shire, avoiding duplication of the memorial facilities and services provided by cemeteries in the region;

- To ensure the design and placement of memorials and plaques is consistent with community interest;
- To ensure the placement of memorials and plaques does not result in particular locations reaching saturation point, or interfere with the intended purposes of the region's parks, gardens and open spaces;
- To ensure that memorials and plaques do not impact negatively on the future maintenance expenditure of Council; and
- To ensure the placement of any memorials and plaques does not present a safety risk now or in the future.

APPLICATION AND ASSESSMENT PROCESS:

All requests received for plaques, memorials and monuments will be considered on an individual basis by Council.

Applications must be submitted in writing to Council, addressing the criteria outlined below, and should include the preferred site or location, proposed text or images and any other pertinent information. Only sites that have relevance to the person, group or event being commemorated should be nominated.

Any existing plaque or memorial cannot be taken as a precedent for future approvals.

Applications should be addressed to:

Cook Shire Council
PO Box 3
COOKTOWN QLD 4895
Or via email mail@cook.qld.gov.au

Council Staff Will Assess Applications for Plaques, Memorials or Monuments Against the Following Criteria:

- Community Amenity Value:
Any new memorial must be demonstrated to be of lasting value to the community for social, cultural, historical, educational or aesthetic reasons.
Any memorial must add to the existing visual amenity of the proposed location, within the context of the current use of the area as defined by the Cook Shire Council Planning Scheme 2017.
- Location and Design of The Memorial:
Approval for a particular site will only be granted if consistent with Cook Shire Council Planning Scheme 2017 or strategic development framework for that site and will be in line with current protocols regarding the use of Council logo, etc.

Document Number:	D20/5542	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 3 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
Review Date:	February 2025		
Current Version:	Adopted February 2020		

Council has final approval of:

- a) placement of memorial;
- b) memorial design and wording; and
- c) exact location for any plaque or memorial.

Any proposal for a memorial that incorporates sculptural reliefs or may be considered an artistic work will need to be approved by Council.

- Consultation:

Applications should include evidence of community consultation on the memorial's purpose, location and design, including newspaper advertising and/or letters of support from relevant or affected interest groups or organizations.

- Sufficient Capital and Maintenance Funding:

The applicant must meet all the costs associated with design, manufacture and installation of the plaque, memorial or monument. In some instances, a contribution toward future maintenance could also be a condition of approval.

- Subject Matter:

Subjects for memorials will be considered appropriate if they fit one or more of the following criteria. An individual or association that has contributed significantly to the cultural, political or social aspects of the development of the Cook Shire. In determining this contribution, the following factors will be considered:

- a) The length of time dedicated to the development of the Cook Shire in a particular industry;
- b) The extent of not-for-profit work on a community or social cause, such as sport, education, arts, culture, youth, mature age;
- c) The relevance of the person or organisation to the proposed site; or
- d) Historical or other information relevant to the site/location of the memorial.

- New Memorials:

No new memorial will be considered which commemorates a person, event or occasion that is already the subject of a memorial in the Cook Shire unless there are exceptional circumstances.

- Content:

An application will not be approved if, in the opinion of an authorised person, the memorial is considered offensive or has the potential to offend.

MAINTENANCE AND LIFE OF MEMORIALS:

Any applicant submitting a request for a plaque, memorial or monument need to be fully aware the following conditions:

Document Number:	D20/5542	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 4 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
Review Date:	February 2025		
Current Version:	Adopted February 2020		

- Council does not guarantee to retain a memorial after a period of 10 years;
- Council may at any time temporarily remove the memorial for works or maintenance;
- The memorial may be permanently removed if the use of the site changes significantly;
- Should the memorial be lost or vandalised, repair and replacement costs would remain the responsibility of the donor. If the memorial is damaged and the original donor is not able to be contacted, the memorial may be repaired or removed at the sole discretion of Council; and
- If, in the opinion of an authorised person, the memorial is damaged beyond reasonable repair, it may be removed at the sole discretion of Council.

BURIALS AND SCATTERING OF ASHES:

Burials are not permitted outside the cemeteries in the Cook Shire unless approved by the Council and the relevant government agencies.

The scattering of ashes may be permitted in public spaces within the Cook Shire area, providing approval has been given.

ROADSIDE MEMORIALS – COUNCIL ROADS:

They can take a number of forms, but are generally a cross or rock with the names of the deceased on them. Flowers, photographs or small shrubs are generally placed at the site.

- Memorials must not contain materials that pollute or damage the environment. Native flowers and biodegradable materials should be considered.
- Whilst they are a timely reminder to other road users to drive safely, they should not be a distraction to drivers.
- Consent is not required for the placement or creation of these memorials, however, advice should be sought from Council’s Infrastructure Services Department as to placement, so the memorial does not present a safety risk, which would require it to be removed.
- Please refer to current <https://www.qld.gov.au/transport/safety/road-safety/roadside-memorials>- “Transport and Motoring - Road Safety, Rules, Fines and Tolls – Road Safety - Roadside Memorials” for guidelines on the dimensions, placement, installation and applying for a roadside memorial on a road under the control of the Department of Transport and Main Roads.

COMMUNITY SEATS:

In some cases, a community member or organisation will provide the costs of a new park seat or similar memorial and a plaque recognising their donation. Prior to the placement of the memorial, an application must be submitted to Council.

Document Number:	D20/5542	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current. DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 5 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
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Current Version:	Adopted February 2020		

Council may permit the installation of commemorative seats to which small plaques are attached. The cost of any seat, plaque and labour for the installation will be borne by the applicant. A formal written application must be made for the installation along with sufficient information for an authorised officer to decide the application. An application will be subject to all or any part of this policy.

EXCEPTIONS:

The following are exceptions that fall outside of the requirements of this policy:

- Roadside memorials, which are covered by the Department of Transport and Main Roads – Roadside Memorials <https://www.qld.gov.au/transport/safety/road-safety/roadside-memorials>, which Council has adopted as a guideline for local roads.
- An artwork or other feature intended primarily to enhance public spaces and not designed as a memorial is not considered a memorial for the purpose of this policy.

KEY RESPONSIBILITIES

RESPONSIBLE OFFICER	RESPONSIBILITY
CEO	Oversight of all Council policy
Director Organisational Business Services	Responsibility for policy review and implementation.
Planning and Environment Manager	Legislative compliance and cemetery management
Planning Officer	Management of Planning Scheme considerations and applications.
Director Infrastructure Services	Maintenance Required in accordance with Policy

REFERENCES, LEGISLATION AND GUIDELINES

- *Queensland Government - Transport and Motoring - Road Safety, Rules, Fines and Tolls – Road Safety - Roadside Memorials;*
- *The Department of Environment and Heritage Protection Guidelines;*
- *Operational Policy – Memorials and plaques – Department of Environment and Science - 14 April 2011;*
- *Land Act 1994;*

Document Number:	D20/5542	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current. DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 6 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
Review Date:	February 2025		
Current Version:	Adopted February 2020		

- *Aboriginal Cultural Heritage Act 2003*
- *Local Government Act 2009*
- *Local Government Regulation 2012*

RELATED DOCUMENTS

- Cook Shire Council Corporate Plan 2017 - 2022
- Cook Shire Council Planning Scheme 2017
- Cook Shire Council Foreshore Master Plan
- Local Government Local Laws.

IMPLEMENTATION/COMMUNICATION

This policy will commence from the approval date. This policy will be made available to all relevant employees and will be posted on the Council website for access by the general public.

APPROVED BY

Council resolution

REVIEW

SPONSOR:	Director Organisational Business Services
OFFICER RESPONSIBLE FOR REVIEW:	Manager Planning & Environment
ADOPTION DATE:	19 February 2020
REVIEW DATE:	February 2025

THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL

Document Number:	D20/5542	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 7 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
Review Date:	February 2025		
Current Version:	Adopted February 2020		

AMENDMENT HISTORY

VERSION	AMENDMENT DETAILS	AMENDMENT DATE	APPROVAL
1.0	New Policy	Sept 2012	Council Resolution 30346
2.0	Minor Amendments	July 2013	ELT
3.0	Minor Amendments	November 2019	Council

Document Number:	D20/5542	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current. DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 8 of 8
Authorised By:	Director Organisational Business Services		
Original Issue Date:			
Last Modified:	November 2019		
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Current Version:	Adopted February 2020		