



**PERSONAL TRIBUTES WITHIN COUNCIL'S  
OPEN SPACE AND ROAD NETWORK  
POLICY**

**Document No: A4380607**

**1.1 Objectives:** To provide guidance on the management of requests for the installation of personal tributes within Council's open space and road network.

**Human Rights Commitment**

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

**1.2 Regulatory Authority:**

- *Local Government Act 2009*
- Ipswich Planning Scheme
- Public Parks Strategy

**1.3 Policy Statement:** It is Council's general policy position that no memorial naming (excluding war memorials or plaques) will be allowed on any park infrastructure within Council's open space and road network. Council's open space and road network will not duplicate the commemorative function of cemeteries.

Council does not encourage the installation of personal tribute plaques within its public open space and road network. Council will consider requests for the installation of personal tribute plaques on public infrastructure, subject to adherence with specific guidelines.

**1.4 Requests to install personal tributes:**

All applications must be submitted on the appropriate form and include both detailed reasons and research material in support of that proposal. Each application must be accompanied by a map or diagram which clearly shows the location of the facility for which the personal tribute is being proposed.

The applicant is to ensure that all material supplied to Council is accurate, objective and not a distortion of actual facts. The applicant may be required to provide additional evidence or research material to further substantiate the proposal. Where proposals are found not to be consistent with the guidelines outlined in this Policy, the application will not be considered further.

### **1.5 Assessment of applications:**

Council will give due consideration to every proposal to install a personal tribute within Council's open space or road network. However, approval of a proposal to install a personal tribute is only likely to be given in instances where Council is satisfied that the proposal meets the following criteria:

- is in accordance with the Guidelines for the Consideration of Suitable Persons (appendix 1);
- is accepted by the nominee or related persons (where applicable);
- stands assessment and diligence searches conducted by Council;
- is accepted by, or within, the community (where applicable)

The following conditions shall also be met prior to the approval of any tributes:

- (a) The ultimate approval for the type of infrastructure selected will reside with Council, as it will need to conform to the specifications of Council's planning scheme policies and/or the design standards outlined in any adopted master plan or within the Public Parks Strategy, or as determined by Council.
- (b) Council will generally only approve sites in the vicinity of a feature or place associated with the person of outstanding significance to that open space or road network. The installation site of the infrastructure will be in a location mutually agreed upon by the requester and the Council.
- (c) Installation of a personal tribute will not generally be considered within twelve months of the death of that person, to allow for the development of a historical perspective and for consideration of the criteria for significance.
- (d) Council retains the right to use the land adjacent to the commemorative plaque or park infrastructure, as it deems appropriate, up to and including the moving of the park infrastructure to another location. Every attempt will be made to ensure infrastructure is relocated as close to the original location as feasible.
- (e) Council maintains the right to remove or relocate it should the site be redeveloped for an alternative use or significantly changed in character. Council does not guarantee the retention of any personal tribute beyond the life of the infrastructure.
- (f) All plaques surrendered to Council shall be disposed of in accordance with the relevant Council policy.
- (g) Personal tributes which have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts should be made to consult the person(s) responsible for initially siting the personal tribute prior to its removal.

Where there is uncertainty over the appropriateness of a personal tribute, a report will be prepared for consideration and decision by Council.

**1.6 Responsibilities:** This Policy is to be implemented by all Officers when considering issues and proposals related to Personal Tributes in Council's Open Space Network.

**1.7 Definitions:**

'Open space network' – refers to all land owned and/or managed by Council that includes parks, gardens, reserves, sports grounds and conservation estates.

'Personal tribute infrastructure' – refers to new park seats and tables.

'Personal tribute' – is a plaque installed on personal tribute infrastructure in honour of a person or association, including an inscription recognising their connection to an area, eminence or outstanding community endeavour.

**1.8 Policy Author:** Works Parks and Recreation

**Date of Council Resolution:** 19 September 2017

**Committee Reference and Date:** Policy and Administration Board No. 2017(08) of 5 September 2017 – City Management, Finance and Community Engagement Committee No. 2017(09) of 12 September 2017

**No. of Resolution:** 6

**Date to be Reviewed:** 19 September 2019

## **APPENDIX 1 – GUIDELINES FOR THE CONSIDERATION OF SUITABLE PERSONS**

All applications are to be consistent with the overarching values, ethical principles and current standards of Council, stakeholders and the community.

Proposals to give recognition to specific members of the community through the installation of a personal tribute within Council's open space network must be able to establish an association between the individual and the location or provide other justification such as that person's notable contribution to the community.

The following will be considered for their relevance:

- (a) Respected community member/s of considerable service who are/were a resident or working within the area;
- (b) Where a substantial parcel of land has been gifted or bequeathed as public open space by an individual (not including land dedicated to Council as part of a development approval), a request for personal tribute acknowledging that benefactor may be favourably considered;
- (c) Persons with a historical connection to the land or area;
- (d) Names of persons may include 'nicknames'.