



**PUBLIC MONUMENTS AND
MEMORIALS POLICY**

**Document No:
A5137814**

1.1 Objectives: To provide guidance on the assessment and management of requests for the installation of public monuments and memorials on Council's owned and/or managed land.

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
- *Queensland Heritage Act 1992*

1.3 Policy Statement: Council will assess applications from individuals or groups wishing to formally recognise local people, groups, places and events of significance to the Ipswich region. The people, groups, places and events may be of local, citywide, State or National significance with priority being given to citywide, State and National significance.

New monuments and memorials should generally not commemorate a person or persons, or a place or event that is already memorialised in the City. Some events may be memorialised in more than one location in the City (eg war memorials and war monuments) with appropriate justification. The subject of a monument or memorial must have demonstrated strong community support.

Council will assess all applications strictly applying the criteria set out in this Policy.

Council will take ownership and responsibility for the maintenance of approved monuments and memorials.

1.4 Scope: This policy only relates to requests for public monuments and memorials on Council's owned and/or managed land.

1.5 Requests for public monuments and memorials:

A request can be made by an individual, group or organisation.

All requests must be submitted on the appropriate application form and include detailed

information to support the proposal. Each request must address all the relevant application requirements and assessment criteria as detailed in this Policy.

If commemorating an historical person, place or event the application should include appropriate historical information and cite relevant sources (eg Queensland Times Newspaper date and title of article).

The applicant is to ensure that all material supplied to Council is accurate. The applicant may be required to provide additional evidence or research material to further substantiate the proposal.

Detailed design and specifications will only be required if the proposal is supported by the Ipswich Heritage and Monuments Advisory Committee.

1.6 Application requirements:

All applications must be submitted on the appropriate form and include information to support the proposal including:

Funding:

- a) All costs associated (including design, manufacture, certification, installation, full 'life cycle' and maintenance costs) with the monument or memorial will be the responsibility of the applicant.
- b) Monuments and memorials manufacture and installation will not occur until the funding is received by Council.
- c) Council may determine to fund the installation of a public monument and memorial through its capital budget.

Location Options:

- a) The Ipswich City Centre Memorial Gardens and Pump Yard Park is the preferred location for any proposed new public monuments and memorials reflecting Ipswich's war heritage.
- b) Any proposed new public monuments and memorials to Ipswich's mining heritage are to be placed where possible, at sites where mining memorials already exist.
- c) Any other proposed locations must not detract from any existing features within the area and must have a strong connection to the City of Ipswich and a location appropriate to their purpose – such as a place to reflect or for communities to gather.
- d) Any other proposed locations must take into consideration the density of existing public monuments and memorials in the area.
- e) Approval for monuments and memorials on property entered on the Queensland Heritage Register is the responsibility of the Department of Environment and Science. The applicant will be responsible for obtaining approval from the Department if the request is supported by Council.

Gravitas, accuracy and community support:

- a) Any application should generally not relate to subjects memorialised elsewhere.
- b) Any application must be significant to Ipswich people, places, events or war or mining heritage.
- c) Any application must have strong community support and must demonstrate this

support and commitment to ongoing community engagement.

- d) Any application must include factual sourced information associated with the monument or memorial and be accepted by the community and endorsed by Council.

Design proposal:

- The design of a monument or memorial is to be respectful of the subject
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- All information including text and images must be historically correct and verified.
- The design and materials must be of a high standard, taking into account public safety, potential for vandalism and maintenance.
- The monument or memorial should be designed with a lifespan greater than 24 years. Materials should be durable, robust and require minimal maintenance.
- Any monument or memorial must be certified by a structural engineer.
- Where images are included copyright approval may need to be obtained.

1.7 Application Assessment and Criteria:

Council will give due consideration to every proposal to install a public monument and memorial. However, approval of a proposal is only likely in instances where Council is satisfied that the proposal meets the following criteria:

1. The person, place or event is significant to the Ipswich Local Government Area, the Ipswich region, Queensland or Australia.
2. The person, place or event has not been commemorated elsewhere (excluding war memorials and war monuments).
3. Strong community support has been demonstrated
4. It is acknowledged that values and beliefs will not align between all members of the community when considering impacts or proposals. This is not a significant reason to decline an application.
5. The design is appropriately respectful of the subject.
6. The proposed design and materials are of a high standard and the desired design lifespan is met.
7. The proposed design is safe for a public place.
8. The historical information is correct and verified.
9. An estimate of cost including design, manufacture and installation has been provided.
10. Evidence of funding for the total project has been provided.
11. The funding provided by the applicant provides full 'life cycle' and maintenance costs to enable Council to maintain the public monument and memorial for its whole life.

1.8 Approval process:

The approval process will occur in two stages.

A supporting procedure titled 'Assessing Applications for Public Monuments and Memorials' will guide Council officers on how to assess any applications received.

Stage 1

Stage 1 will include the assessment of the application against the assessment criteria and, where applicable, historical information will be assessed by Council's Cultural Heritage Coordinator.

If the application is supported, the applicant will be requested to progress to Stage 2.

If the application is not supported, the applicant will be advised accordingly.

Stage 2

Following receipt of official notification that the proposal is supported, the applicant will be requested to provide further details to support the application such as:

- i. Detailed design and construction drawings, specifications and certification by a registered structural engineer.
- ii. Statement of total cost including design, manufacture, installation and full 'life cycle costs'.
- iii. The applicant may be requested to provide further detail or clarification.

The application will be further assessed following receipt of this application and a report prepared for Council consideration of the proposal.

Following Council consideration of the application, the applicant will be advised of the decision. Successful applicants will also be advised of any further statutory approvals that may be required including the Ipswich Planning Scheme, National Construction Code (building) and the *Queensland Heritage Act 1992*.

1.9 Decommissioning

Council may approve the decommissioning of a monument or memorial if it comes to the end of its design life, poses a risk to public safety, traffic conditions change or for any other relevant reason.

1.10 Roles and responsibilities:

Applicants are responsible for funding their proposal, demonstrating community support and ensuring they meet all the assessment criteria for all applications.

Cultural Heritage Coordinator will be responsible for assessing any historical information provided with an application.

Ipswich Heritage and Monuments Advisory Committee to provide guidance to **Works Parks and Recreation** in relation to proposed location and inclusion of the new public monument or memorial.

Ipswich City Council is responsible for approving or declining applications for public monuments or memorials on Council owned or managed land.

Works Parks and Recreation are responsible for applying the Policy and Assessment Criteria to each application in consultation with the **Ipswich Heritage and Monuments Advisory Committee** and preparing committee reports for Council's consideration on each application.

1.11 Definitions:

'gravitas' – dignity, seriousness or solemnity of manner.

'full life cycle costs' – sum of all recurring and one-time (non-recurring) costs over the full life span or a specified period of a structure. It includes purchase price, installation cost, operating costs, maintenance and upgrade costs and remaining (residual or salvage) value at the end of ownership or its useful life.

'plaque' – is a flat piece of metal, stone or other durable material with a two-dimensional face that can be fixed to an object, pavement or building. A plaque includes text and/or images to recognise a place or event or to interpret the history of a public place.

'memorial' – is a plaque, structure, statue or a building built to honour some notable person or event.

'monument' – is a plaque, structure, statue or building built to remember a person or persons who have died.

1.12 Policy Author: Works Parks and Recreation

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