



## Council Policy Plaques and Memorials

<b>Corporate Plan Reference:</b>	The Noosa Environment/The Noosa Community
<b>Endorsed by Council:</b>	18 March 2021
<b>Policy Author:</b>	Heritage Coordinator

### POLICY PURPOSE

The purpose of this policy is to provide a framework for Noosa Council staff to assess requests for new plaques and memorials, guide installation of approved new plaques and memorials and manage existing and new plaques and memorials situated within public spaces in Noosa Shire.

### POLICY STATEMENT

Council recognizes that individuals and communities have a need to commemorate or publicly acknowledge loved ones, significant community members or organizations or significant events in the community. Council also acknowledges that this contributes to an understanding and appreciation of the role significant events or community members have played in the history of the Shire and that a community's history and heritage forms part of its identity and culture. Plaques and memorials are one way of providing public recognition. Council's preferred form of recognition and acknowledgement is via place-naming (Refer to Noosa Council Naming of Roads, Parks, Community Infrastructure and Street Numbering Policy).

Public space is a valued aspect of the Shire's social and cultural heritage and the *Noosa Design Principles* identifies the preservation of open space as a priority and expresses a preference for keeping signage in public spaces to a minimum.

Decisions regarding the installation of plaques and memorials need to balance community desire to commemorate with the ongoing enjoyment by the public of open and inviting public spaces.

This policy will provide a consistent and standard procedure for assessing requests for installation of new plaques and memorials (in circumstances where a naming is not practical) and for management, including maintenance and replacement, of existing and new plaques and memorials.

### SCOPE

This policy is applicable to requests or applications for plaques and memorials, in various formats, to be installed in public spaces and to existing plaques and memorials located in public spaces in Noosa Shire. This policy also covers war memorials that exist on Council owned or managed land or that are proposed to be installed on Council owned or managed land with the acknowledgement that any proposals regarding war memorials will be assessed in consultation with the relevant RSL Sub Branch.

This policy does not cover:

- Plaques and memorials on private land
- Plaques and memorials in Council-owned cemeteries
- Roadside memorials
- Public Art
- Signage, display boards, banners – temporary or permanent.

- Naming of places
- Signage associated with Council-developed heritage walks or interpretive projects

## **POLICY GUIDELINE**

Specific provisions for administering the Plaques and Memorials Policy are contained in the Plaques and Memorials Policy Guideline.

## **CRITERIA FOR ASSESSMENT OF REQUESTS**

Applications for plaques or memorials must be made on the following basis to be considered and assessed:

- a) Commemoration of an individual or family with enduring links to Noosa Shire e.g. pioneering or multi-generational families.
- b) Commemoration of an individual who made a substantial contribution to civic life, cultural and social aspects of the Shire's development or collective community history. This must be an exceptional contribution over an extended period of time and beyond the scope of paid employment or voluntary work. Financial contribution alone is not grounds for recognition
- c) Acknowledgement of contribution by a community group or association that has made a substantial and outstanding social or civic contribution to the Noosa community. Financial contribution alone is not grounds for recognition
- d) Commemoration of a significant historical or cultural event which is unique to the region's history and development and/or has had a profound resonance with the Noosa community

Applications which do not meet these criteria will not be considered. Requests must include evidence in support of the request (e.g. newspaper clippings, letters of support from other community members) as detailed on the Application Form.

Applications for the following types of plaques and memorials will not be considered:

- Memorials acknowledging living persons
- Memorials to pets
- Memorials for persons, groups or events already commemorated elsewhere within the Shire
- Memorials to persons who are already commemorated in another community or who would be more appropriately commemorated in another community unless they have also made a significant contribution to the Noosa community in line with the criteria above
- Memorials that, in the opinion of Council, could be considered offensive or which have the potential to offend
- Memorials with religious or political affiliation<sup>1</sup>
- Planting of memorial trees
- Establishment of memorial gardens
- Donations of park furniture or infrastructure as memorials
- Signage to interpret park or place-naming's, unless part of a Council project

Additional considerations:

- Commemorations of deceased persons will not generally be considered until an individual has been deceased for a period of at least twelve (12) months to allow for historical perspective to be gained

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<sup>1</sup> Political affiliation in the context of this policy refers to memorials which reference party politics. Memorials to community activism that results in positive outcomes for the broader community, but which could be considered political in a broader sense of the word, could be considered under criteria (c) or (d) above.

- The deceased person's family will be consulted, to the extent practicable, if the request is not being made by a family member or significant other/partner
- Existing plaques or memorials are not considered precedence for approving a request

## **PLAQUES ASSOCIATED WITH COUNCIL PROJECTS**

Plaques may be installed by Council on Council owned or managed land, buildings or structures to commemorate an opening of a new or refurbished Council building or facility. An application under this Policy is not required for the installation of such plaques, however, the Infrastructure Services department should be consulted and the plaque made in conformity with the specifications contained in the Plaques and Memorials Policy Guideline.

Where project funding has been provided by an external agency, such as the State or Federal government, and acknowledgement of the funding in the form of a plaque is a requirement of the funding agreement, the form, layout and wording of the plaque will:

- be in accordance with the funding agreement,
- to the extent possible, conform to the specifications contained in the Plaques and Memorials Policy Guideline
- take into consideration the *Noosa Design Principles*
- be developed in consultation with the Infrastructure Services Department.

Plaques installed at the instigation of Council in relation to a Council project will be funded by Council or specified project funding. Notification of the installation of a plaque by Council will be provided to Council's Technical Officer – Asset Planning to be added to the Plaques and Memorials Register.

## **SPECIAL MEMORIALS**

### **(a) Memorials to Council staff**

Council may choose to install a small plaque in recognition of a Council staff member who dies while in the employment of Council. Requests for plaques in this category should be made to Council's Technical Officer – Asset Planning. Generally, these plaques will be installed in the garden bed adjacent to the driveway to Level 2 of the Council building on Pelican Street. No other plaques or memorials will be installed in these garden beds.

### **(b) RSL/War Memorials**

Requests for war memorials to be installed on public land will be considered in consultation with the relevant RSL Sub Branch and will include consideration of whether the historical event or individual(s) have already been recognized within the Shire.

### **(c) Partnership Projects**

Partnership projects between Noosa Council and a community group or organisation that have a plaque or memorial element, will be subject to a separately developed project to determine elements including, but not limited to, scope, format, design, funding and timeframes which will be documented in a Memorandum of Understanding between the parties.

## **APPLICATION AND DECISION-MAKING PROCESS**

Applications will be submitted on the appropriate application form and will include detailed information and documentation (e.g. newspaper articles) in support of the application.

Applications for the installation of plaques and memorials will be processed and assessed by the Plaques and Memorials Working Team as specified in the Plaques and Memorials Policy Guideline.

The decision of Council is final and no appeals will be considered.

## **COSTS, LOCATION, DESIGN AND INSTALLATION OF PLAQUES AND MEMORIALS**

### **Costs**

All costs associated with the design, construction, manufacture, installation and maintenance of an approved plaque or memorial are to be paid by the applicant, based upon the actual costs to Council, as listed in the Noosa Council Fees and Charges Register.

### **Location of plaque or memorial**

Council will make the final decision on the location of an approved plaque or memorial, taking into consideration the following:

- The proposed location for a plaque or memorial should have a clear association and strong significance to the subject of the request
- The proposed location for a plaque or memorial must be consistent with master plans for the area and the public purpose of the land
- Council reserves the right to propose an alternate location
- Generally, plaques and memorials will not be approved for high profile areas such as, but not limited to, Gympie Terrace, Hastings Street, Noosa Spit, Noosa Coastal Boardwalk
- The number of plaques or memorials already existing in a particular location will be taken into consideration in approving a location for a plaque or memorial
- The location of the proposed plaque or memorial must not negatively impact on community use or the aesthetic or environmental value of public space

### **Design, installation and ownership of plaque or memorial**

Design, construction, and manufacture of a plaque or memorial will be coordinated by Council and installation will be undertaken by Council or an approved Council contractor.

Installed plaques and memorials become the property of Council. All plaques and memorials will be listed in the Plaques and Memorials Register once installed.

### **Form of Plaque or Memorial**

Standard Memorial: The standard form of memorial will be a plaque. Council has developed a standard format for plaques for placement in public spaces. Specifications are contained in the Plaques and Memorials Policy Guideline.

Non-standard Memorial: Non-standard memorials are memorials proposed to be in a format different to the standard plaque specified above such as a sculpture, object, or artistic feature. Proposals for non-standard memorials must be consistent with the *Noosa Design Principles* and any other relevant Council policies or guidelines and will be subject to consultation with and approval by a broader range of stakeholders including, but not limited to, Council's Design Coordinator and the Council Officer responsible for overseeing Public Art.

Memorial Forms that will not be approved: Requests for the following forms of memorial will not be considered or approved:

- Memorial trees
- Memorial gardens
- Park furniture or infrastructure (including, but not limited to, park benches, barbecue or picnic shelters, playground equipment)

## **MAINTENANCE, RESTORATION, RETENTION AND REMOVAL/DECOMMISSION OF PLAQUES AND MEMORIALS**

Plaques and memorials have a finite life. Council will retain and maintain for a period of ten (10) years. Council does not guarantee to retain or maintain plaques or memorials for a period of longer than ten (10) years.

Council may remove a plaque or memorial **at any time** in the following circumstances:

- (a) the condition of the plaque or memorial is poor or unsafe due to natural decay, disaster or malicious act
- (b) the asset to which the plaque or memorial is attached has reached the end of its life
- (c) ongoing maintenance or restoration costs are prohibitive and exceed the maintenance allowance paid at the time of installation
- (d) the area in which the plaque or memorial is sited is to be redeveloped
- (e) the plaque or memorial is contributing to the deterioration of the asset to which it is affixed or is interfering with the maintenance of the asset to which it is affixed

Plaques and memorials will also be removed by Council in the following circumstances:

- (a) the plaque or memorial has been installed subsequent to the adoption of this Policy and without application and approval of Council. This includes, but is not limited to, objects such as plaques affixed to public space infrastructure (e.g. park benches, picnic tables, playground furniture or railings), padlocks affixed to bridge railings or other structures
- (b) A temporary memorial that has been established by the community in public spaces in response to a significant local event shall be removed by Council after a period of three (3) months
- (c) the person or group being commemorated has been found guilty of a criminal charge that would be deemed offensive by the Noosa community

If a plaque or memorial is removed under (b) or (d) above, Council will consider options for re-siting the plaque or memorial in its existing form but will not guarantee replacement of the plaque or memorial.

If a plaque or memorial has been damaged or removed due to vandalism, theft or other malicious act, Council does not guarantee that it will be replaced or restored.

War memorials and memorials in Memorial Parks will generally be retained and maintained in perpetuity in cooperation with relevant RSL Sub Branch groups.

Council will make reasonable effort to identify, contact and advise relevant stakeholders, including family members and/or the original applicant if a plaque or memorial is to be removed or relocated.

## **ROLES AND RESPONSIBILITIES**

The Asset Planning Manager, Infrastructure Services is responsible for maintaining this policy.

The Plaques and Memorials Working Team members are responsible for reviewing incoming applications, attending quarterly meetings of the Plaques and Memorials Working Team and making recommendations on pending requests.

## **POLICY REVIEW**

The Plaques and Memorials Policy, Plaques and Memorials Policy Guideline and associated documentation will be reviewed two (2) years after adoption.

## **DEFINITIONS**

**Memorial:** An object established to commemorate a person, group, association or event.

**Monument:** a statue or structure built for commemorative purposes. Similar in meaning to ‘memorial’ for the purposes of this policy.

**Plaque:** flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, group or event or which provides historical information relevant to a particular location. Plaques are generally affixed to an object, building or hard ground surface.

**Public Space:** Land that is Council owned or managed and that is open or accessible to the public. This includes parks, bushland reserves, sports fields, exterior or interior of Council buildings within public space, median strips, footpaths, public squares, laneways, and road reserves.

## **RELATED LEGISLATION, POLICIES AND PRINCIPLES**

### **Noosa Council**

Noosa Council Management of Roadside Memorials Policy

Noosa Council Public Art Policy (once developed and adopted)

Noosa Council Naming of Roads, Parks, Community Infrastructure and Street Numbering Policy

Noosa Council Tree Management on Public Land Policy

Noosa Council Design Principles

Noosa Council Signage Policy

The Noosa Plan 2020

Schedule 10 – Installation of Advertising Devices of Subordinate Local Law No. 1 (Administration) 2015

### **Queensland Government**

Aboriginal Cultural Heritage Act (2003)

Queensland Heritage Act (1992)

Public Records Act (2002)

South East Queensland Regional Plan (2009-31)

### **Australian Government**

Environmental Protection and Biodiversity Conservation Act (1999)

Aboriginal and Torres Strait Islander Heritage Protection Act (1984)

Aboriginal

### **International**

Burra Charter (the Australian International Charter for the Conservation of Monuments and Sites) (1999).