

ACKNOWLEDGEMENTS, MEMORIALS AND MONUMENTS POLICY

Intent To provide a compassionate, consistent and effective approach to the management of requests for acknowledgement, memorials and monuments in public spaces.

Scope This policy applies to all acknowledgement, memorials and monuments proposed, in various formats, to be installed on Council owned or controlled land.

This policy does not cover:

- Plaques, memorials or monuments in Council-owned cemeteries.
- Naming of places or infrastructure.
- Public Art.
- Interpretive signage, display boards, banners – temporary or permanent; and
- Plaques associated with Council capital works projects.

1. PRINCIPLES:

Council may consider applications for acknowledgement, memorials or monuments within public spaces in accordance with the following principles and provisions:

1. All requests will be handled in a compassionate manner.
2. Proposals do not result in particular locations reaching saturation point or interfere with the intended purpose of the region's parks, gardens, facilities, open spaces or reserves;
3. There is no negative impact on future land use planning or maintenance expenditure of Council;
4. Council operations and community access should be able to occur in a safe, secure and efficient manner; and
5. Adverse impacts to the surrounding environment, businesses and residents are mitigated.

2. PROVISIONS

Circumstances that may be considered acceptable are:

2.1 Tree Dedications:

Upon application, Council may plant a dedication tree of an approved species in an appropriate location. The location will likely be a natural or conservation area nominated by Council officers and must conform to the principles of this policy. A memorial plaque on or near the tree is not permitted, and Council is not responsible for any loss or damage to the tree. Family members would be welcome to have a private ceremony at the site of the newly planted tree.

2.2 Burials and Scattering of Ashes

Burials are not permitted on Council land outside of the designated cemeteries within the Local Government Area.

The scattering of ashes is permitted in public places. Family members are welcome to have a private ceremony at the site. Ash placement (inurnment) may be permitted on Council land subject to application and receipt of a valid permit.

2.3 Temporary Memorials

Members of the community may apply to Council to place temporary memorials in roads or public spaces as part of the grieving process following the loss of life. Commonly these memorials are roadside arrangements and can also serve as a road safety message. While Council does not discourage the establishment of such memorials, it has an obligation to manage the road and/or

public space to ensure such memorials do not cause a distraction to road users, present a hazard, fall into disrepair or become unsightly.

Decisions regarding the placement and lifespan of an approved temporary memorial will be made on a case by case basis in accordance with the principles within this policy and their location, construction and circumstances:

2.3.1 *Location*

An approved temporary memorial should be located in a position:

- That does not present a risk to the general public, distract drivers' attention or interfere with the role of any traffic control item.
- Enables appropriate repair and maintenance of the road or public space to occur
- Applicants must be aware of potential risks in visiting roadside memorials and should be aware of safe practices in this regard e.g. stopping clear of the traffic.

2.3.2 *Construction*

A temporary memorial must be constructed with appropriate material and installed in a way that it will not cause injury if struck by a vehicle or person. The memorial size should not exceed more than one cubic meter which is consistent with the Department of Transport and Main Roads requirements.

2.3.3 *Roles and Responsibilities*

Council does not accept responsibility for the maintenance of memorials, or any loss, damage, removal or relocation of memorials that may occur due to operations, maintenance or construction activities.

Memorials presenting a safety hazard will immediately be removed by Council.

Any objection or complaint from nearby residents or from road users regarding an aspect of a memorial, including the activity of visitors to the memorial, will be carefully considered and if necessary, the memorial will be relocated or removed by Council.

Should Council be required to remove an installation in accordance with this policy, every reasonable effort will be made to contact the person/s responsible for the memorial

2.4 Resolution:

Following formal assessment by Council officers, written applications for memorials and monuments may be approved by Council resolution in the following exceptional circumstances:

- A significant anniversary of an event unique to the region's history, culture or development.
- Acknowledgement of the substantial contribution made by an individual, community group, association or charitable organisation to community life or the public domain. The name must not identify a corporate, commercial or business entity and financial contribution alone is not grounds for recognition.
- Any other reason deemed significant or worthy by Council.

Generally new memorials or monuments will not be supported at:

- Esplanades within the local government area, including the Cairns Esplanade and Northern Beaches.
- the Cairns Botanic Gardens, including Flecker Gardens, Centenary Lakes, Visitors Centre, Tanks Arts Centre, Munro Martin Park and Mount Whitfield Conservation Park.

All applications must address the principles within this policy, detail the intent, location and design for the proposal as well as provide evidence of community support.

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.

Applications for the following will not be considered.

- Plaques.
- Memorials for pets.
- Memorials or Monuments for persons, groups or events already commemorate elsewhere in the region.
- Memorials or Monuments that in the opinion of Council are considered to be offensive or which have potential to offend.
- Memorials or Monuments with religious or political affiliation.
- Establishment of memorial gardens.

Where an application is made to install a monument to commemorate a person, the proponent must also meet the requirements of Council's Naming of Community Infrastructure Policy.

Council may impose certain conditions on any approval upon assessment and consideration of the application.

2.5 Donated Assets

From time to time, Council may consider proposals for donated assets that serve a commemorative and/or community purpose. Such proposals will be considered in the following circumstances:

- Upon receipt of a thorough application that includes the suggested purpose, location and justification for the donated asset.
- Alignment with Council's service standards, strategies, plans and policies.
- The provision and installation presents no cost to Council.
- The location is to be determined at Council's sole discretion having regard for the circumstances and intent of the proposal.
- The asset is acceptable for inclusion in Council's asset management processes and system.

Council may choose to refuse any proposal due to the whole of life costs associated with provision of the asset.

Approval will be considered in accordance with Council's delegations register based on the financial value of the asset.

An appropriate acknowledgement may be included on the donated asset.

Council reserves the right to remove or relocate an asset should the site be redeveloped or change in character or use. Council does not guarantee the retention of any asset beyond its serviceable life.

2.6 Maintenance, restoration, retention and removal of plaques and memorials

Council will keep and maintain a record of all approved memorials and monuments.

It is recognised that plaques and memorials have a limited lifespan.

Council may at any time temporarily remove an approved installation for works or maintenance.

Approved plaques, memorials or monuments may be permanently removed due to:

- Poor condition, vandalism, theft or other malicious acts.
- The asset which the plaque or memorial is attached to has reached the end of its useful life.
- Ongoing maintenance or restoration costs have become prohibitive.
- The use of the overall site has changed significantly.
- The person/body/entity being commemorated has been discredited or dishonored.
- There is very strong community desire to remove.
- The acknowledgement is duplicated elsewhere in the local government area.
- Historical or geographical relevance.
- Any other reason deemed appropriate at Council's discretion.

Where possible, Council will make reasonable effort to identify, contact and advise relevant stakeholders if a plaque or memorial is to be removed or relocated

Existing war memorials and monuments will generally be retained and maintained in perpetuity in cooperation with the relevant RSL Subbranch group.

3. DEFINITIONS:

For the purposes of this policy, the following definitions will apply:

- Public Space:** Includes community land, road and operational land owned by Council and other land in Council's care, control, or management.
- Plaque:** A flat tablet of metal, stone or other material which includes text and/or images which commemorates a person or an event and which is affixed to an object, building or pavement. The text may also provide historical text or information relevant to its location.
- Memorial:** anything erected or placed within to commemorate a deceased person or event and includes but is not limited to:
- a monument
 - headstone
 - grave plaque
 - lawn plaque
 - inscription plate
 - gravestone
 - cenotaph
 - tombstone; or
 - a Council approved structure or physical object.
- Monument:** A permanent statue or structure which is built for commemorative purposes.
- Donated Asset** A physical asset provided to Council for a community benefit in the form of standard public infrastructure or equipment where no return benefit expected.

4. RELATED LEGISLATION, POLICIES AND CONSIDERATIONS:

This policy should be read in conjunction with other Council policies relating to public open space and its use, including but not limited to:

- Cairns Plan
- Local Laws
- Naming of Community Infrastructure General Policy
- Public Open Space General Policy

If there is an inconsistency in Council policy relating to the management of Plaques, Memorials and Monuments, this Policy shall take precedence.

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This policy is to remain in force until otherwise determined by Council.

Director Responsible for Review:

Lifestyle and Community

ADOPTED: 10/11/2010

CURRENT ADOPTION: 13/09/2023

DUE FOR REVISION: 13/09/2027

REVOKED/SUPERSEDED:



**Mica Martin
Chief Executive Officer**