

Plaques and Memorials in Public Open Space Policy

PURPOSE

Plaques and memorials can contribute to the cultural value of the community and the desire and expectations to commemorate subjects of significance. A balance needs to be achieved when considering requests for plaques and memorials, with all uses and values of existing open space. The purpose of this document is to provide a clear and consistent framework for assessing future requests, to improve efficiency and provide better outcomes for all park users. A number of plaques and memorials are in existence in the Council's open space. Any existing plaque or memorial cannot be taken as a precedent for future approvals.

SCOPE

This policy applies to requests from the community to formally recognise significant local people, groups, places and events in public open space owned or managed by the City of Launceston by way of:

- One-off plaques
- Clusters of plaques and memorials

This policy does not cover:

- Signage
- Display boards
- Public art
- Historic interpretive signage
- Plaques installed by Council as part of funding agreements
- Plaques and memorials outside of the Council's owned or managed public open space

POLICY

Community requests for plaques and memorials must meet the following criteria in their application:

Subject

- Subject must relate to historically important national, state or regional events or people who have made a significant contribution to the social, political and cultural life of Launceston subject to the approval of Council.
- For clusters of plaques and memorials, the subject cannot be memorialised elsewhere in the municipal area.

Funding

- Applicants agree to cover all costs associated with design, fabrication and installation. Council has no obligation to contribute to these costs.

Location

- The location must be to the satisfaction of the Manager Parks and Sustainability with due regard to any management, maintenance and renewal of spaces including:
 - Site specific plans such as masterplans, heritage and conservation plans.
 - Values of the park and existing user groups.

- Capitals works and renewals programs.
- Maintenance schedules.
- Alignment with current levels of service.

Longevity

- The subject matter must be of enduring interest to the wider community over time.
- For one-off plaques the subject matter must be at least five years old to allow for historical perspective, i.e. events that occurred at least five years ago or people who have passed away at least five years ago. For clusters of plaques and memorials the subject matter must be at least ten years old.

Community support

- Applications must demonstrate community support.
- If armed service related, written endorsement from the RSL and relevant Service or Government Department is a requirement.
- Where individuals are the subject, written support from the immediate family is a requirement.

Aesthetic merit and form

- Factual information must be thoroughly researched by the applicant, and widely accepted by the community and endorsed by the City of Launceston.
- Wording should be positive, considerate and promote equality.
- The size of plaques is to be no smaller than 150 mm x 100 mm and no larger than 300mm x 300mm. The Council may approve a variation of the size due to the location of the plaque and the associated infrastructure.
- For clusters of plaques and memorials, applicants are required to work collaboratively with the Council's officers on the design proposal.

DONATE A TREE OR PARK FURNITURE

Applications that do not meet the criteria may be permitted to donate a tree or piece of park furniture in suitable areas of public open space subject to the following conditions:

- Plaques and memorials are not applicable on donated trees or park furniture under any circumstances where they have not met the required criteria.
- Applicants agree to cover costs of the item and installation.
- The item is to be arranged by the Council using the Council's suppliers.
- For trees, the species must be to the satisfaction of the manager of Parks and Sustainability and planting is to occur only in winter months.
- The location must be to the satisfaction of the manager of Parks and Sustainability.

APPROVAL PROCESS

- Applications for plaques and memorials must meet all applicable criteria and be made in writing to the manager of Parks and Sustainability. Applications must also include:
 - An Aboriginal Heritage Property Search Report to identify any registered Aboriginal relics or apparent risk of impacting Aboriginal relics at the proposed site.

- A Planning Report on the proposed Council property to identify any planning requirements such as heritage, fire management, flooding etc.
- Final approval rests with the General Manager of Infrastructure and Assets.

INSTALLATION AND MAINTENANCE

- If approved, manufacture and installation will be coordinated by the Council and all agreed upon costs will be borne by the applicant.
- Once installed, the item will become the property of the Council and will be maintained in accordance with its standard level of service for a minimum of 10 years subject to the Council's budget limitations and asset life considerations.
- The Council will maintain a register of plaques, memorials and donated trees and park furniture.

REMOVAL AND RELOCATION

- Any item which has been placed in the Council's open space without the Council's approval will be removed.
- The Council does not guarantee to retain items in perpetuity. Normally items will be retained in place for as long as practicable, with the following exceptions:
 - The area in which the item is sited is to be redeveloped.
 - The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.
 - The structure or support on which the item is located is to be removed or permanently altered.
 - The item has deteriorated or is damaged and no longer viable.
- If an item is removed reasonable efforts will be made to identify, contact and advise relevant persons associated with the placement.
- The Council cannot guarantee replacement.

PRINCIPLES

The following general principles will apply to the proposal, placement and management of plaques and memorials in the City of Launceston's public open spaces:

- To ensure our plaques and memorials positively contribute to our open spaces and are generally of interest to the wider community.
- To improve efficiencies and costs associated with maintenance and management of plaques and memorials in our open spaces.
- To ensure consistency with the policies and strategies of any management plans for Launceston's open spaces.

This Policy aligns with the City of Launceston values which are:

- Our people matter.
- We care about our community.
- We bring an open mind.
- We go home safe and well.

DEFINITIONS

A **plaque** commemorates a person, group, place or event in a single location in the city.

A **plaque cluster** is a group of plaques on a particular theme in one location, such as the one celebrating colourful individuals at Sydney's King's Cross or commemorating communities affected by war outside Adelaide's Immigration Museum.

A **memorial** refers to an object established in the memory of a person, group, association or event. This may include sculptures, statues, fountains and other landscape objects (but not plaques).

For the purpose of this policy **public open space** refers to all Council owned or managed land that is primarily reserved for leisure, recreation or nature conservation purposes.

A **significant contribution** is contribution that is extra-ordinary and over and above what might reasonably be expected through paid employment or their voluntary contribution to the community, and that contribution stands out from others who may have also made a valuable contribution.

The **City of Launceston** is the corporate identity and informal name of the legal entity, the City of Launceston. Also referred to in this document as the Council.

RSL refers to the Returned and Services League of Australia.

REVIEW

This policy will be reviewed no more than five years after the date of approval or more frequently, if dictated by operational demands and with the Council's approval.