




**City of
Ipswich**

- **2 Draft Public Memorials Policy**
 - Attachment 1 Personal Tributes within Council's Open Space and Road Network Policy 3
 - Attachment 2 Public Monuments and Memorials Policy 7
- **3 Update from Regional Development Australia - Ipswich and West Moreton**
 - Attachment 1 Presentation - Update from Regional Development Australia - Ipswich and West Moreton 13
- **6 Reward for Information Offered by Council Process Update**
 - Attachment 1 Review of Reward for Information Policy 19
 - Attachment 2 Presentation - Review of Reward for Information Policy 25

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	<p>PERSONAL TRIBUTES WITHIN COUNCIL'S OPEN SPACE AND ROAD NETWORK POLICY</p>	<p>Document No: A4380607</p>
<p>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.</p>		
<p><u>Human Rights Commitment</u></p> <p>Ipswich City Council (Council) has considered the human rights protected under the <i>Human Rights Act 2019 (Qld)</i> (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.</p> <p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • Ipswich Planning Scheme • Public Parks Strategy <p>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.</p> <p>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.</p> <p>1.4 Requests to install personal tributes:</p> <p>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.</p> <p>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.</p>		

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'.

	<p>PUBLIC MONUMENTS AND MEMORIALS POLICY</p>	<p>Document No: A5137814</p>
<p>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.</p>		
<p><u>Human Rights Commitment</u></p> <p>Ipswich City Council (Council) has considered the human rights protected under the <i>Human Rights Act 2019 (Qld)</i> (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.</p> <p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • Ipswich Planning Scheme • Public Parks Strategy • <i>Queensland Heritage Act 1992</i> <p>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.</p> <p>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.</p> <p>Council will assess all applications strictly applying the criteria set out in this Policy.</p> <p>Council will take ownership and responsibility for the maintenance of approved monuments and memorials.</p> <p>1.4 Scope: This policy only relates to requests for public monuments and memorials on Council's owned and/or managed land.</p> <p>1.5 Requests for public monuments and memorials: A request can be made by an individual, group or organisation.</p> <p>All requests must be submitted on the appropriate application form and include detailed</p>		

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

Date of Council Resolution: 16 October 2018

Committee Reference and Date: Planning, Development and Heritage Committee No. 2018(10) of 9 October 2018

No. of Resolution: 1

Date to be reviewed: 16 October 2020



IPSWICH & WEST MORETON

Ipswich City Council

Presentation

Presented by Rees Banks

25 November 2025

Who We Are

The Regional Development Australia (RDA) program is a national network of Committees which are critical to the delivery of the Australian Government's vision for regional Australia of regions that are strong, connected and resilient.

The Regional Development Australia Ipswich & West Moreton Committee is formed with driven community members in the four council regions of Ipswich, Lockyer Valley, Scenic Rim and Somerset.

RDAIWM Area

Regional Development Australia Ipswich & West Moreton includes the areas of Ipswich, Lockyer Valley, Scenic Rim and Somerset councils. Our estimated residential population is 377,555 at 30 June 2024. The RDAIWM Region has a total area of 12,979.3km².

Committee Executives

Chair: Deputy Mayor, Cr Nicole Jonic

Deputy Chair: Katey Banks

Treasurer: Cr Anthony Wilson

Secretary: Cr Sally Jess

Staff

- RDAIWM Chief Executive Officer
 - 16 Years
 - 2 Regional Development Australia Regions
 - 6 Prime Ministers
 - 3 Queensland Premiers
 - 16 Federal Ministers
 - 16 Local Government Areas
 - 33 Mayors
 - 7 Chairs
 - 58 Committee Members
 - Adjunct Professor
- RDAIWM Finance Officer / Project Officer
- RDAIWM Communications Officer
- Greater Springfield Regional Jobs Committee Project Manager
- Women in Agriculture Project Manager

What We're Doing

- Ipswich & West Moreton Jobs
- Greater Springfield Regional Jobs Committee
- Women in Agriculture Program
- Telstra's Connecting the Regions
- Lockyer Valley and Somerset Water Collaborative
- Lockyer Valley Equine Precinct
- Trade and Investment Queensland West Moreton Industry Group
- Grants and Funding Promotion
- 'What our community needs' fact sheets
- Ipswich Business Booth
- Regional Energy Transition Collaborative
- Regional Advocacy

Reward for Information Offered by Council Policy

Review





Background

01

Adopted on 10 December 2019

This Policy was approved by Council Resolution on 10 December 2019.

The Policy replaced the Reward for Information on Illegal Dumping Vandalism and Theft Policy.

02

Mandated review December 2023

In accordance with the Council Policy Framework, the Policy was scheduled for review on 10 December 2023.

Review completed in consultation with Legal Services, Strategy, Governance and Performance Branch, Finance Branch, Libraries and Customer Service and Compliance Branch.

03

Local Law No. 1 (Administration)

Council has power under section 18 of LL1 to:

1. Offer a reward for information leading to the conviction of, or finding of guilt in relation to, a person for-

a) an offence involving damage to, or theft of, property of the local government or under the local government's control; or

b) an offence against a local law.

2. The amount of the reward, and the conditions on which it is payable, must be decided by the local government.



Policy vs LL1 Differences

POLICY

- Sets out the conditions on which a reward will be payable by Council.
- Describes the roles and responsibilities of the various officers when proposing to offer a reward.

LL1

- Outlines how a reward should be apportioned if there is more than one informant
- Sets out who is ineligible for a reward (ie Council staff, QPS).



Proposal

- Repeal the existing Policy
- Amend the existing Reward for Information Offered by Council Procedure providing more detailed guidance
- Retitle the Procedure to “Reward for Information Procedure”



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