

# QUEENSLAND GOVERNMENT FRAMEWORK FOR CONSIDERING PROPOSALS TO ESTABLISH MEMORIALS AND MONUMENTS OF SIGNIFICANCE

## A OVERVIEW

This document provides a whole-of-government framework for assessing and actioning proposals to establish memorials or monuments of significance, such as war memorials, which may require approval or assistance from State Government. The framework has been developed to assist government in considering such proposals and should not inhibit communication between government, proponents and other stakeholders as required.

The general framework:

- Provides a consistent and coordinated whole-of-government approach for assessing and actioning proposals for the construction and maintenance of memorials.
- Defines the roles and responsibilities of key State Government agencies in assessing and actioning proposals, e.g. Department of the Premier and Cabinet (DPC), Department of Energy and Public Works (DEPW), Department of Resources (DoR), Department of Environment and Science (DES), and the Department of Justice and Attorney-General (JAG).
- Facilitates government's consideration of potentially sensitive consular or political concerns, and
- Permits input, where appropriate, from other key stakeholders, such as the Brisbane City Council (BCC), Returned and Services League (RSL) and the Commonwealth Government.

## B DEFINITION

A memorial/monument of *significance* is defined as one that reflects all of the following attributes:

- the proposal has been forwarded from a high-ranking official such as a Head of Government, Ambassador, Honorary Consul to Australia;
- the proposal is on behalf of a nation, organisation or group that has made an important and historically significant contribution to Australia, for example during a time of war; and
- the Premier of Queensland or Director-General, DPC has clearly indicated support for the project.

## C FRAMEWORK

- Proposals to establish a memorial/monument of significance are referred to Protocol and International Engagement, DPC.
- If required, Protocol and International Engagement requests the proponent provide the information outlined in the attached checklist.

- Protocol and International Engagement investigates the proponent’s supporting evidence and documentation and may consider the potential impact of the proposal from a number of viewpoints including:
    - consular or political issues at the local, state and/or national level
    - the potential significance as a tourist attraction, and
    - the potential financial implications of the proposal on the community or government.
- 4 Should Protocol and International Engagement consider the proposal viable and worthy, copies of the proposal are forwarded to representatives in relevant key agencies including DEPW, DoR, DES, JAG and BCC. Where applicable, other agencies may be asked to consider the implications of the proposal, such as:
    - RSL
    - Native Title Services
    - Multicultural Affairs Queensland
    - Queensland Parks and Wildlife Service
    - Queensland Treasury
    - Commonwealth Government, e.g. Department of the Prime Minister and Cabinet, Department of Foreign Affairs and Trade, Department of Veterans Affairs, Department of Defence, Office of Australian War Graves, Australian War Memorial
    - Indigenous people’s organisations or groups, and
    - Other community organisations
  - 5 Client’s proposal is considered by key agencies:
    - DEPW:
      - confirm the proponent’s construction and maintenance cost estimates
      - confirm the proposed structure complies with State Government building legislation/regulations including public health and safety issues
    - DoR:
      - undertake land title search of possible suitable sites, in liaison with local government if necessary such as BCC
    - BCC:
      - identify potential sites for the proposed memorial where BCC is trustee over park or reserve
      - analyse proposal against BCC urban development plans, relevant building and other legislation/regulations, etc
      - consider BCC funding and maintenance requirements for the proposed memorial.
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    - JAG:
      - undertake review of proposal looking through the lens of inclusion and diversity principles
  - 6 If necessary, an Inter-Agency Working Group is convened to discuss the outcome of key agency analysis of the proponent’s requirements. The Committee should comprise representatives from Protocol and International Engagement, DEPW, DES, DoR, JAG and other agencies as required such as BCC.

The purpose of the Committee will be to consider the feasibility of the proposal and the capacity of government(s) to meet the client’s requirements including

identification of a mutually agreeable site, aesthetic and general quality of the proposed structure, and funding and maintenance arrangements.

The Committee may consider seeking an upfront payment from the proponent to be deposited in trust for the future maintenance of the memorial.

- 7 Inter-Agency Committee decides on a final recommendation for consideration by the Director-General, DPC.
- 8 Protocol and International Engagement prepares advice for the Director-General, DPC which includes the Committee's recommendation to support/not support the client's proposal and letters to the proponent, Directors-General, DEPW and DoR, BCC and other stakeholders advising on the decision of the government
- 9 The Premier, as advised by the Director-General, DPC signs off on the final recommendation. Endorsement by the Premier would in effect give approval for further collaboration between the proponent and relevant agencies to progress the matter.

**GUIDELINES FOR SUBMISSION  
PROPOSAL TO CONSTRUCT A MEMORIAL/MONUMENT OF  
SIGNIFICANCE**

Submissions from individuals/organisations will be considered by a review committee established by Protocol and International Engagement, Department of the Premier and Cabinet Queensland.

Prior to consideration by the review committee all of the following information should be provided by the nominating organisation/individual.

The assessment process will commence upon receipt of all of the following information:

1. The nation, sovereign state, organisation/group/society proposing the memorial.
2. Evidence and documentation of the historical significance of the client community's contribution to Australia.
3. Evidence of consultation with and endorsement for the proposed memorial from community members and evidence of support from other relevant stakeholders and authorities such as RSL, Department of Veterans Affairs, local Council e.g. letters of support, minutes of community consultation meetings.
4. Information on how the proposal has considered inclusion and diversity principles.
5. Information on the dimensions (height, length, width, total ground area) concept, design, inscribed text and materials of the memorial. Detailed drawings and/or photographs of the proposed memorial.
6. Details of memorial designers and manufacturers including organisation, address and contact numbers.
7. Estimated total cost of the proposed memorial and ongoing maintenance costs. Details of how construction and maintenance of the proposed memorial will be funded?
8. Details of existing funds for the memorial, including copies of statements from financial institutions of funds raised and letters of commitment for grants.
9. Details of how the memorial will be maintained and repaired? (In collaboration with local government, RSL, community groups where applicable).
10. Preferred sites/locations and their significance for the proposed memorial, e.g. preferred parks/reserves, maximum distance from Central Business District.
11. Details of similar memorials elsewhere in Australia erected to honour the contributions of the same group of people. Information on the nature of the memorial, location, year of establishment and other relevant information. Please outline why there is a requirement for the erection of a similar memorial specifically in Queensland.
12. Annual timetable of ceremonies/commemorations that will occur at the site of the proposed memorial.