
City of Greater Geraldton

1.9 COMMEMORATIVE PLAQUES

SUSTAINABILITY THEME

Community

OBJECTIVES

The City of Greater Geraldton (The City) from time to time receives requests for placement of memorial plaques in public locations in the Greater Geraldton Region.

This policy deals with the format, installation, maintenance and approval of memorial plaques:

- Specifically, in the grounds of HMAS *Sydney* II Memorial Site on Mount Scott (as delineated on the attached map – Appendix 7 Memorial Boundaries, HMAS *Sydney* II Memorial, Conservation Framework), and
- On all other encompassing structures in the Greater Geraldton region.

Plaques will commemorate:

- Military service for those Australian and Allied nation units pertaining to HMAS *Sydney* II,
- The significant contribution of members of the public to the cultural, social, industrial, political or economic development of the Greater Geraldton Region.

POLICY STATEMENT

This policy provides guidance on the eligibility and style of commemorative plaques as well as the process and responsibilities of The City and the Applicant.

POLICY DETAILS

5. HMAS *Sydney* II Memorial Site

1.1. Guidelines

The following guidelines relate to eligibility for the installation of commemorative plaques in the area shown as the Narrative space on the grounds of the HMAS *Sydney* II Memorial site on Mount Scott.

- All Australian and Allied nations recognised Ex-Service organisations or unit associations whose service is related to the HMAS *Sydney* II are eligible to request the installation of a plaque.
- An Australian unit is considered to be a Royal Australian Navy ship, Ship's company or element thereof, RAAF squadron, or detachment thereof. Allied Nation units should follow similar guidelines. Consideration may also be given to commemorating organised groups of units pertaining to HMAS *Sydney* II that served together at the one time.
- Proposals for placement will only be considered if they are put forward by the recognised governing body of a recognised Ex-Service organisation or Unit

Association. Proposals from individuals or non-veteran groups purporting to represent a unit (such as re-enactment groups or similar) will not be considered.

- Wording on plaques must be approved by HMAS *Sydney II* Memorial Stakeholder group. Text should be written following research from a wide range of authoritative sources and be accompanied by written verification by a suitably qualified historian. Text must be provided to The City for proofing and checking prior to manufacture of the plaque.

All production and installation costs will be borne by the association proposing the plaque.

The City will provide a written quote for installation at the time of a request.

1.2. Plaque Design

Plaques must conform to The City's plaque design specifications in material, size and style as follows:

- engraved stainless steel.
- with the dimensions 450mm x 350mm.
- any sponsorship recognition will be through use of approved wording or logo which will take up no more than 10% of the overall plaque design.
- sponsorship recognition will be positioned in a way that does not detract from the commemorative focus of the plaque.

Plaques will be placed randomly within gardens, walkways and walls at locations, as approved by The City, adjacent to the formal commemorative space as delineated on the attached map. The City will determine the location of the plaque in accordance with its management plan for Mount Scott, while also taking into account any existing plaques, current and future landscaping plans and other features.

6. Encompassing Structures (Memorial Seating and Other Structures)

2.1. Guidelines

Groups, families or individuals may nominate a deceased person or a group who has made a highly significant contribution to the cultural, political, economic, industrial or social development of the City of Greater Geraldton or the Greater Geraldton region during their lifetime.

Unless otherwise agreed, the applicant must meet all costs associated with design, manufacture and installation of the plaque. The City will provide a written quote for design, manufacture and installation at the time of a request.

Plaques will be placed on seating within gardens and parks or fixed objects/structures in the Greater Geraldton region. Applicants are invited to nominate a preferred site (general location) for the placement of the plaque. However, this will depend on available seating as well as taking into account any existing plaques, current and future landscaping plans and other features.

The City will consider the option of the applicant purchasing a seat for a specific location. This will be undertaken and approved on an individual basis.

Plaques do have a finite life and, while every reasonable effort will be made to extend the life of the plaque, The City cannot guarantee that a plaque will remain at the designated site indefinitely. The plaque shall be located and maintained at the designated site for a period of not less than 10 years from the time of installation, with the exception of the site being redeveloped or the use of the site changing significantly in character. Prior to any change to the location every reasonable attempt will be made to contact the Applicant to discuss the relocation. Should the plaque be lost or vandalized, repair and replacement costs remain the responsibility of the donor of the plaque.

Payment in full will be required prior to the commencement of work.

2.2. Plaque Design

2.2.1. Memorial Seating

- A rectangular metal plaque – maximum size 100mm x 200mm
- 3mm brass or 1.6mm stainless steel
- One plaque is permitted per seat.
- No imagery to be used.
- Typeface should be clearly legible and text should be centered.
- Maximum text of 70 words, depending on size of plaque.
- Proposed text will be brief and language accessible to the public.
- Installation to be on the backrest of seat or bench.

2.2.2. Walls, Fences or Rocks

- A rectangular metal plaque – maximum size 300mm x 200mm.
- 3mm brass or 1.6mm stainless steel.
- One plaque is permitted per object.
- No imagery to be used
- Maximum text of 100 words depending on size of plaque
- Proposed text will be brief and language accessible to the public.
- Installation to be on the face of the wall, fence or rock.

7. Application

Applications should be addressed to:

The Chief Executive Officer
City of Greater Geraldton
PO Box 101
GERALDTON WA 6531

Applicants will be advised in writing of the progress of their application within one month of receipt of their application.

No application will be considered outside this process

ROLES AND RESPONSIBILITIES

The Community Infrastructure Department will provide advice and guidance on development and production elements and manage installation.

The Geraldton Regional Library Heritage Services Team will ensure historically accurate and edited text and maintain a register of plaques.

The Director of Development and Community Services is responsible for ensuring this policy is implemented, maintained and reviewed on an annual basis.

WORKPLACE INFORMATION/REFERENCES

Australian War Memorial Policy for Commemorative Plaques.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Development and Community Services		Manager Library & Heritage Services	Biennial	2019
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	MERGED POLICY - CP045 Commemorative Plaques at HMAS Sydney Memorial and CP026 Memorial Plaques		

Appendix 7 - HMAS Sydney II Memorial Boundaries - 30 May 2012



This drawing was prepared by the City of Greater Geraldton, 100 North Beach Road, Geraldton, Western Australia. It is the property of the City of Greater Geraldton and is not to be used for any other purpose without the written consent of the City of Greater Geraldton.

Operator:	
Department:	
Drawing No:	
Date: 15/12/0	Scale: 1:1000