

Council Policy CP-023 Policy for Memorial Seating Plaques			
Officer	Susan Smith, City Librarian		Owner Andrea Selvey, Director Creative Communities
Review Frequency	Annually	Next Review	2011
Council Resolution number and date			

OBJECTIVE

The City of Greater Geraldton (The City) from time to time receives requests for placement of commemorative plaques on public seating in the City's parks and gardens.

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

This policy supports the ongoing community, cultural and social engagement with the City's public spaces through the installation of appropriate plaques on public seating in parks throughout the City to commemorate the significant contribution of members of the public to the cultural, social, industrial, political or economic development of the City.

SCOPE

It is the intention of the policy that the areas shown in the attached map of parks and gardens within the City (Attachment A) will be available for the placement of memorial plaques on existing and additional seating.

This policy provides guidance on the eligibility and style of plaques, and the process and responsibilities of the City and the Applicant.

The purpose of this policy is to ensure that all applications for commemorative plaques on seating as well as the production, installation and maintenance of the plaques are managed on a consistent basis.

POLICY STATEMENT

Description of plaque

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 100 words, depending on size of plaque

Proposed text will need to be brief and language accessible to the public
Installation to be on the backrest of seat or bench

Subjects for Plaques

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.

Funding

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.

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

Location

Plaques will be placed on seating within gardens and parks in the City as shown on the attached map (Attachment A). 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.

Maintenance

The City will not be responsible for the replacement of plaques which are vandalised, damaged or stolen. Standard maintenance activities such as cleaning and graffiti removal will be undertaken as required.

The City does not guarantee to maintain or retain the plaque after a period of 10 years. If the plaque falls into disrepair after the 10 year period, every reasonable attempt will be made to contact the Applicant to discuss maintenance costs or removal of the plaque.

Application Process

All applicants will be required to submit a written application to the City of Greater Geraldton and include all relevant details:

- Name of the person or group to be commemorated
- Summary of reasons for commemorating the person or group
- Proposed text in the plaque
- Preferred location for the seat
- Any other relevant information
- Name and contact details of the Applicant

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. Decisions will be confirmed in writing to the applicant. The City of Greater Geraldton has the right of refusal and will determine the exact location of any plaque.

Approval must be sought and granted prior to installation of plaque.

No application will be considered outside this process.

REFERENCE

Plaque is a flat tablet of metal which includes text that commemorates a person or a group and is affixed to an object. In this case, the object will be public seating.

Applicant is the person or organization submitting the proposal for a plaque.

RESPONSIBILITIES

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

The Department of Community and Infrastructure will conduct the basic maintenance of the plaque for the 10 year period.

The Greater Geraldton Regional Library Heritage Services Team will ensure historically accurate and edited text.

A register of plaques will be established and maintained by the Greater Geraldton Regional Library Heritage Services Team.

The Director of Creative Communities is responsible for ensuring this policy is implemented, maintained and reviewed on an annual basis.