

**Council Policy
CP026
Memorial Plaques**

Officer	Manager Libraries and Heritage	Owner	Director Community Services
Review frequency	Triennially	Next review	2018
Council resolution number and date			
Mayor		Chief Executive Officer	

OBJECTIVE

The City Of Greater Geraldton (The City) from time to time receives requests for placement of commemorative plaques on structures in public locations in the Greater Geraldton region.

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 structures throughout the City to commemorate the significant contribution of members of the public to the cultural, social, industrial, political or economic development of the Greater Geraldton region.

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 and structures as well as the production, installation and maintenance of the plaques are managed on a consistent basis.

SCOPE

This policy applies to all requests made for commemorative plaques on all encompassing structures in the Greater Geraldton region.

DEFINITIONS

City means the City of Greater Geraldton.

Council means the Council of the City of Greater Geraldton.

Councillor means a person who holds the office of Councillor on the Council.

Mayor means the Mayor elected by electors of the district of the City of Greater Geraldton.

CEO means the Chief Executive Officer of the City.

Employee means a person employed by the City under section 5.36 of the LGA.

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 would be public seating, a fence, a wall or a rock.

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

Local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of the City.

Maintenance - All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.

POLICY

1. Description of plaque

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.

Structures

- 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 structure

2. 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.

3. 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.

4. Location

Plaques will be placed on seating within gardens and parks or 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.

5. 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 plaque
- 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.

The council will consider and determine its approval for the installations of memorial plaques.

ROLES AND RESPONSIBILITIES

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

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

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

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

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

WORKPLACE INFORMATION/REFERENCES

City of Greater Geraldton Heritage Strategy