Plaques Installed by Council GOV-CP-306
(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	12/06/2007	0191	12/06/2007
2	11/05/2010	0142	11/05/2010
3	09/06/2015	15/161	09/06/2015
4	24/09/2019	19/302	25/10/2019
5	28/11/2023	23/275	02/01/2024

2 Policy Objective

The purpose of this policy is to provide a policy framework for the installation of all plaques to be installed on Council property which includes, but is not limited to:

- in Council owned buildings and facilities,
- on Council owned buildings and facilities,
- on pavements, and
- in parks and gardens or furniture.

All plaques installed in or on Council property need to conform to this policy. Any existing plaque cannot be taken as a precedent for future approvals.

This policy does not cover cemetery plaques, signage, display boards or public art.

3 Policy Statement

Plaques are important in celebrating the achievements of the Griffith Local Government Area and its community, as well as providing historical context for current and future generations and serving as memorials. Plaques installed on Council property fall into a number of categories:

3.1 Plaques Installed by Council to commemorate an Opening or Other Event

a) Plaques may be installed by Council to commemorate the opening of a new or refurbished facility or to celebrate an event which may be of historical significance now or in the future.

Requests for plaques in this category shall be made by the relevant staff member for approval by the General Manager following consultation with the Mayor. The cost of these plaques should normally be funded as part of the relevant project.

The final format and wording must be submitted for approval by the General Manager and Mayor and will normally include the following:

- Identification of Council facility or event
- Date (day, month, year) of opening
- Who opened it?
- City of Griffith logo
- Funding recognition (if applicable)
- Mayor
- Councillors (last name & first name in alphabetic order by last name)

This wording may vary at the discretion of the General Manager and Mayor, depending on the particular circumstances and placement of plaque where size may be limited.

The cost of plaques should normally be funded as part of the relevant project.

b) Plaques may be installed by Council to name a piece of Council infrastructure not identified as a road or public place. Naming of Council infrastructure will be by way of Council resolution as per the Community Recognition Policy (GOV-CP-306).

3.2   Plaques Installed by Council or In Conjunction with Other Bodies to Provide Historical or Heritage Information

Plaques may be installed on Council property by Council alone or in combination with other organisations in order to provide historical information about important historical sites that is not evident by being at these sites. It is important in considering such plaques to develop a coordinated approach to the identification of places, to create a consistent style, and to provide links to more information than can be provided on a plaque *in situ*.

Sites for plaques in this category should meet the following criteria:

- Be recognised for cultural, social or heritage significance to the City of Griffith over a period of time;

- Be a site for which a heritage marker would provide information not otherwise evident at the site;

- Not already be identified by another plaque or historical sign;

- Have sufficient historical information available;

- Be publicly accessible;

- Contribute to an even distribution of heritage marking across the city;

- Be consistent with Council's master-plan or strategic development framework for the site.

- Be designed, text-checked and installed as part of a Council coordinated interpretation project, using suitable standardised designs.

- An historical interpretive plaque will usually be fixed to a building if it interprets the history of that building. The plaque will be mounted in a footpath, or in the grounds of a public area, if it interprets an event or person associated with the site.

Requests for the installation of heritage plaques shall be submitted for approval to the Senior Management Team of Council before being submitted to Council for final approval. Input will also be requested from the individual historical groups and local residents as appropriate.

The cost of plaques installed by Council should normally be paid for by individual Departments and funded as part of the relevant project. Where external organisations make submissions for the installation of plaques, the cost of these plaques and their installation would normally be borne by the external organisation.

The final format and wording will be for approval by the General Manager and will normally include the following:

- Brief heading outlining historical event/place;
- A maximum of 50 words describing the historical significance of the site;
- Additional details about the site to be placed on the City of Griffith web site, such as a text of up to 500 words, photographs, maps, references to further sources of information;
- City of Griffith logo
- Logo of external organisation (where applicable).

3.3   Plaques Installed by Council as Memorials at the Request of Individuals

At the request of members of the community, plaques may be installed in Council parks and gardens for personal commemoration where the requestor has paid for the relevant park furniture, plaque and the cost of installation.

Application for these plaques should be made in writing to the General Manager. The request should include information on the person to be commemorated and appropriate substantiation of the request. The request will be distributed to the relevant Committee or Working Group for consideration and then to Council for final endorsement.

Plaque requests accepted should meet the following criteria:

- Be consistent with Council's master plan or strategic development framework for the site;

- Be considered in the context of the number of existing plaques, memorials, public artworks, fountains and other objects in vicinity;

- Commemorate a person or group who has made a significant contribution to the Griffith community;

- Not commemorate a person, event, or occasion already identified by another plaque or marker.

Wording should be appropriate to the size of the plaque. Draft wording will be reviewed by Council prior to ordering and must be congruent with current Council values and philosophy.

Guidelines for wording include:

- Font selected must be clear and legible, written in English with uniform sizing appropriate to the size of the plaque

- For a seat, wording should would normally be about 20 words

Plaques to be considered for Pioneer Park Museum cannot exceed 38.0cm x 21.5cm in size and will be placed in the Ern Myott Memorial Garden.

Applicants may nominate a particular site for the placement of the plaque and/or memorial seat. However, final approval for the site will be granted by Council in the context of the above criteria.

3.4 Responsibility and Care

Although care will be taken of the plaques during normal maintenance, Council is not responsible for any vandalism or damage to plaques.

Council does not guarantee to retain the plaque in perpetuity and would normally retain the plaque at its location for a period of not less than five years from the time of installation with the following exceptions:

- The area in which the plaque is located is being redeveloped.

- The structure or support on which the item is located is to be removed or permanently altered.

- The use of the area in which the memorial is placed changes significantly in character and the memorial is not deemed suitable for the site.

4   Definitions

For the purposes of this policy and its related procedure, the following definition applies:

Plaque

A flat tablet of metal which includes text and/or images which commemorate an event or a person and/or provide historical or other information relevant to its location. Such a tablet is attached to an object, building or pavement.

5   Exceptions

None

6   Legislation

None

7   Related Documents

Community Recognition (GOV-CP-304)

8   Directorate

Economic & Organisational Development