

# City of Greater Geraldton Council Policy

## 1.9 COMMEMORATIVE PLAQUES

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### SUSTAINABILITY THEME

#### Community

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### OBJECTIVES

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

This policy deals with the format, installation, maintenance and approval of commemorative plaques on all-encompassing structures in the Greater Geraldton region, aside from those in the grounds of HMAS Sydney II Memorial Site on Mount Scott.

Plaques will 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 does not relate to the naming of venues or sports grounds, or any signage associated with the naming of these facilities.

### 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

#### 1. Encompassing Structures (Memorial Seating and Other Structures)

##### 1.1. 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. Nominations may also be considered on compassionate grounds. For example, whereby an unmarked grave exists in a non-active Pioneer Cemetery and a plaque is requested to be placed on a Memorial Wall/Structure located within the Pioneer Cemetery.

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 7 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 vandalised, 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.

Nominations will be accepted at the discretion of the CEO/Director.

In the event of receiving a nomination which is non-compliant with CP1.9 Commemorative Plaques, or a nomination which requests plaque placement at a prominent City location, such as the Geraldton Foreshore, the nomination may be referred for further consideration by Council.

## 1.2. Plaque Design

### 1.2.1 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.

### 1.2.2 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 (excluding Memorial Walls at the City's Pioneer Cemeteries).
- 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.

## 2. 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.

## KEY TERM DEFINITION

City means the City of Greater Geraldton.

## ROLES AND RESPONSIBILITIES

Infrastructure Services will provide advice and guidance on development and production elements and manage installation.

The Geraldton Regional Library Heritage Services Team will act as the first point of contact. They will ensure information is historically accurate and maintain a register of plaques.

The Director Community and Culture is responsible for ensuring this policy is implemented, maintained and reviewed on a biennial basis.

## WORKPLACE INFORMATION

City of Greater Geraldton Heritage Strategy 2023 – 2028 (D-23-042991)

City of Greater Geraldton Plaque and Time Capsule Register (D-20-153392)

## POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Community and Culture		Manager Libraries, Heritage & Gallery	Biennial	2026
Version	Decision Reference	Synopsis		
4.	<a href="#">CC012</a> 26/03/2024	Policy Review		