



COMMEMORATION PLAQUES

Policy 9/2024-2028

DATE

- Corporate Development Committee Meeting 16.04.1996 and 17.03.1998
- Ordinary Meeting of Council 15.02.2000, 12.02.2008, 14.07.2009, 11.12.2018
8.11.2022, 7.02.2023 and 12.08.2025

POLICY NO:	9/2024-2028
LEGISLATIVE REQUIREMENTS	Nil
RESPONSIBILITY:	SHIRE STRATEGY TRANSFORMATION & SOLUTIONS
OBJECTIVE:	To provide guidelines on new plaques throughout the Shire.

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1. Background

This policy applies to all commemorative works and memorials to provide a consistent approach within buildings, parks and other public domain areas under the ownership or management of Council.

Construction plaques are those symbols of acknowledgment or recognition of the completion or upgrade of significant community facility.

Memorial and milestone plaques provide an enduring reminder of local history, events and people who have made a significant contribution or impact to our Council area.

Individuals and organisations (community initiated) periodically request that Council place monuments and memorials within buildings, parks and other public spaces owned or managed by Council. These memorial requests involve commemoration of individuals, organisations, or milestone events, and typically comprise of plaques and trees etc.

2. Guidelines

2.1 Council Construction Project Plaques

Plaques for the Completion or Upgrade of Significant Community Facilities Funded by Council or in Partnership with Another Funding Source.

A plaque will only be considered for the following:

1. New buildings or significant structure with a capital cost (excluding cost of land) greater than \$500k.
2. New local parks with a capital cost (excluding cost of land) exceeding \$200k.
3. New bridges, footbridges, pedestrian overpasses with a capital cost greater than \$200k.
4. Renewal projects for buildings, local parks and bridges that result in greater than 50% uplift (increase in area) or that completely renew the facility and the capital cost (excluding land) exceeds the limits in 1, 2 and 3 above.
5. Memorials/monuments that commemorate events, history or significant contribution as determined by the General Manager (e.g. War Memorials).
6. Any building, road, bridge, park or the like where a funding body in partnership with Council stipulates that a plaque is required.

General Installation Requirements

- a) Plaques should normally be placed inside these facilities where possible at the time of the official opening of the facility.
- b) Plaques are to be contained wherever practicable within facilities, to reduce vandalism.
- c) Names to be recognised on any plaque must include the following:
 - i. The Mayor.
 - ii. Deputy Mayor.
 - iii. Councillors.
 - iv. The General Manager.

- v. Other staff or funding partners, authorities as deemed appropriate by the Mayor and General Manager
- d) Plaques that are required for installation outside a facility should be of a cast material, the cost of same to be incorporated into original budget projections for the project if funded by Council.
- e) Plaques need to be organised by the project manager for the project in time for any opening event in accordance with the requirements of the funding partners and conditions for any ceremonies.

2.2 Memorial or Milestone Plaques

Such plaques will only be considered for milestones or events, and people who have made a significant impact to the history of our Council area including more than 20 years of volunteering for the community.

- a) Plaques should normally be placed inside facilities where possible, or on park benches, sandstone or concrete blocks etc and must be approved by the relevant asset owner to a maximum size of 12 cm by 5 cm. Council will not be responsible for replacing or maintaining a plaque of this nature unless the installation of the plaque is initiated by Council. Any requests or proposals for a plaque to be of a larger size shall be at the discretion of the Mayor and General Manager.
- b) Any Council name to be recognised on any event or milestone plaque is at the discretion of the Mayor and General Manager.
- c) Plaques that are required for installation outside a facility should be engraved stainless steel or a cast material, the cost can either be borne by the applicant or by the Council at the General Manager's discretion. If a new park bench, tree or sandstone block is required at a location, it will be supplied by Council with the cost recovered from the applicant.
- d) Where possible, the plaque should provide details of the significance of the event or the person's contribution to the community.

2.3 Community Initiated Memorial Plaque

Memorial plaques will not be considered on the basis of the person being a long-standing resident of the local area or a regular visitor to the facility or park and are not a replacement for appropriate plaques of remembrance or headstones as found in cemeteries.

- a) Where possible, the memorial plaque should provide details of the significance of the event and the person contributed to the community.
- b) Mounts and plaques should be engraved stainless steel or a cast material and the cost be borne by the applicant. If it needs other work or structure such as a park bench or tree, this will be supplied by Council with all costs being borne by the applicant.