



POLICY NO:
<b>Infr CP403 – COMMEMORATIVE PLAQUES IN PUBLIC SPACES</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
Version	1	Infr CP403	OCM	22/03/23	Res:	49-23	Synopsis	Policy created
Version	2	Infr CP403	OCM	23/10/24	Res:	275-24	Synopsis	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Infrastructure

## 2. PURPOSE OR OBJECTIVE

The Shire of Dardanup often receives requests from residents to install Commemorative Plaques within public spaces, to commemorate the lives of deceased prominent community members with a connection to the Shire.

The purpose of this policy is to establish the framework within which applications for Commemorative Plaques within the Shire of Dardanup will be assessed. This policy will:

- Provide Council with a consistent process for dealing with requests for the use of public space to allow for Commemorative Plaques.
- Establish criteria that defines which individuals will be eligible for a Commemorative Plaque.
- Provide a list of public spaces within the Shire of Dardanup where Commemorative Plaques may be erected.
- Provide a clear set of standards and design specifications for Commemorative Plaques.
- Outline the responsibilities of the applicant and Shire officers throughout the application and installation process.

## 3. POLICY

The Shire of Dardanup may, at its discretion, permit the installation of Commemorative Plaques recognising prominent community members based on the guidelines of this policy. The policy, however, does not extend to the following areas:

- Cemeteries or Niche Walls
- Roadside Commemorative Plaques near the location of a fatality. In these instances refer to Infr CP063 Roadside Markers..

### 3.1 Applications Process

Applicants must submit a completed application Form 237 to the Shire. Through this form, the applicant will provide the following information:

- Name of person to be commemorated.
- Details providing the justification for a Commemorative Plaque, and evidence to verify this.
- Type of Commemorative Plaque requested.
- Proposed location of the Commemorative Plaque.
- Name and contact details of the applicant.
- Any other relevant information.

The Chief Executive Officer has delegated authority to approve or reject any eligible request and will advise the applicants in writing as to the outcome of their application.

Any extraordinary requests will be taken to Council for consideration, and the applicants will be advised of their decision in writing.

Should an application be approved, the Shire of Dardanup will consult with the applicant to determine the exact location of the proposed Commemorative Plaque.

### 3.2 Eligibility

To be eligible for a Commemorative Plaque, the deceased person must have been a long-term resident within the Shire of Dardanup (10 years or greater). They must **also** meet one of the following criteria:

- Have strong historical links to the Shire of Dardanup, or links to a significant event in the Shire's past; and/or
- Have made a notable contribution to a particular community sector (e.g. cultural, political, economic, sporting, artistic, etc.)

In exceptional circumstances applications will be determined on a case-by-case basis by Council. Should the individual not meet the above criteria, Council may decide to approve the application.

Only one Commemorative Plaque per person shall be approved. Commemorative Plaque applications may be rejected if the person being commemorated has already been recognised within the Shire (for example, if a long-time volunteer for the lawn bowls committee already has a plaque erected at the bowls club, it is unlikely that they will receive a Commemorative Plaque recognising those same achievements within a public reserve). Applications for permanent Commemorative Plaques will only be considered where the person has been deceased for a minimum of 12 months.

Applications made by community members must be supported by the family of the deceased person, and the application form must contain the signature of the deceased person's spouse or children.

### 3.3 Type of Commemorative Plaque

The Shire of Dardanup may allow for either the installation of a plaque on an existing park bench, or the installation of a plaque on an existing structure such as a rock or wall.

Plaques are a flat piece of metal featuring an inscription, and must adhere to the following standards:

- Maximum size 100mm x 200mm
- To be constructed from either 3mm Marine Bronze, or 1.6mm Marine grade stainless steel
- Typeface and text must be clearly legible, and text to be approved by Shire staff.
- No more than 100 words.
- Only one plaque per bench permitted.

### 3.4 Location of Commemorative Plaque

The desired location must comply with existing Council policies and development plans for the upgrading of the area. The following locations may be considered for Commemorative Plaques:

- Eaton/Millbridge
  - o Eaton Foreshore
  - o Watson Reserve
  - o Cadell Park
  - o Glenhuon Oval Playground
  - o Peninsula Lakes Park
- Dardanup
  - o Carramar Park
  - o Wells Recreation Ground
- Burekup
  - o Burekup Oval

A particular location within these areas may be requested, however final approval will remain with Council. The exact location of the Commemorative Plaque will be confirmed on site by Shire staff.

### 3.5 Installation and Maintenance

The applicant will be responsible for all costs associated with the design, production, and installation of the Commemorative Plaque. Once an application has been approved Shire staff will provide the applicant with a written estimate of all costs. Payment must be provided in full prior to any works commencing.

The acquisition, production, and associated installation of plaques will be carried out by the Shire of Dardanup.

Once installed, all Commemorative Plaques will become the property of the Shire of Dardanup. Should the applicant want to carry out any maintenance or modification to the Commemorative Plaque, they must first obtain approval from Shire staff.

### **3.6 Removal of Commemorative Plaque**

The Shire of Dardanup reserves the right to remove Commemorative Plaques should it receive information, which is subsequently confirmed, that indicates that the memorialised person was not of good character.

If it becomes necessary for the Shire to remove the Commemorative Plaque (for example due to damage, vandalism, or other operational reason) the Shire gives no guarantee that the Commemorative Plaque will be replaced.

If, for any reason, the applicant or family of the deceased person seeks to have the Commemorative Plaque removed, they must submit an application in writing to the Shire. The applicant will be responsible for any costs associated with removing the Commemorative Plaque and returning it to the applicant.

Commemorative Plaques will remain in place for a period no longer than 25 years, after which time they will be returned (if possible) to the original applicant.