

Plaques Policy

Reference number:	POL 028
Approval date:	17 October 2022
Policy owner:	Manager Parks and Strategic Operations
Next review:	September 2025

This policy is intended to provide guidance and a consistent framework for the installation of all plaques to be installed in the Wagga Wagga City Council Local Government Area (LGA).

Purpose

This policy provides a framework for the installation of all plaques to be installed in the Wagga Wagga Local Government Area, be this in or on buildings, on the pavement, in parks and gardens or on furniture. All plaques installed in the City on Council property need to conform to this policy.

This policy replaces any previous policy, guidelines or approval process in regard to the installation of any plaque in the Wagga Wagga City Council Local Government Area. Any existing plaque may not be taken as a precedent for future approvals.

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

Policy Provisions

Plaques are important in celebrating the achievements of the Wagga Wagga City Council 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:

- Plaques installed by Council on facilities to commemorate their opening or to commemorate an event which might be of historical significance either now or in the future
- Plaques installed by Council (perhaps in conjunction with other bodies) to provide historical or heritage information about buildings or people significant to the history of the area
- Plaques installed by Council on seats in parks at the request and cost of individuals or organisations wishing to commemorate a person or a group

These categories will be considered in turn.

Plaques installed by Council to Commemorate an Opening or Other Event

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 will be submitted to the relevant Manager before approval by the General Manager and Mayor and may normally include the following:

- Identification of Council facility or event
- Date (day, month, year) of opening
- Who opened it
- Wagga Wagga City Council logo
- Funding recognition (if applicable)
- Mayor
- Councillors (last name & first name in alphabetical 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.

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 that 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 Wagga Wagga City Council Local Government Area 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 masterplan or strategic development framework for the site
- Be designed and installed as part of a Council coordinated interpretation project, using suitable standardised designs.

An historical interpretative plaque will usually be fixed to a building if it interprets the history of a building. The plaque will be mounted in a footpath if it interprets an event or person associated with the site.

Requests for the installation of heritage plaques are to be submitted to an internal working party for approval before being submitted to the General Manager for final approval. The working party will comprise the following officers:

- Manager Parks and Strategic Operations
- Council's Heritage Advisor
- Director Infrastructure Services

Input may also be requested from the individual historical groups and local residents as appropriate.

The cost of plaques installed by Council would normally be paid for by the individual Division 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 submitted to the relevant Manager before 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 Wagga Wagga City Council website such as text up to 500 words, photographs, maps and references to further sources of information
- Wagga Wagga City Council logo
- Logo of external organisation (where applicable)

Plaques Installed by Council as Memorials

At the request of members of the community plaques may be installed in Council parks and reserves for personal commemoration where the requestor has paid for the plaque, and the cost of installation. Cost will be determined per application received, based on the type of memorial and the method of installation required.

Applications for these plaques should be made to the Director Infrastructure Services and those accepted should meet the following criteria:

- Be consistent with Council's masterplan or strategic development framework for the site
- Be consistent with existing Plans of Management for public and open space
- Be consistent 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 Wagga Wagga 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 the Manager Parks and Strategic Operations and must be consistent with current Council philosophy
- Applicants may nominate a particular site for the placement of the plaque. However, final determination for the site will be granted by Council in the context of the above criteria.

Although care will be taken of the plaques during park maintenance Council is not responsible for any vandalism or damage

- 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 plaque is not deemed suitable for the site.

Definitions

Term	Definition
Plaque	A flat tablet of metal that includes text and/or images which commemorate an event and/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.

Revision History

Revision number	Council resolution	Approval date
1	Res No: 09/090	24 August 2009
2	Res No: 10/216.3	1 September 2010
3	E-Team	14 May 2013
4	Res No:13/224.1	26 August 2013
5	Res No: 17/279	28 August 2017
6	General Manager	4 October 2017
7	Res No: 22/354	17 October 2022