

Plaques Policy

Classification	Council Policy		
Responsible Officer	Group Manager Assets & Infrastructure		
Relevant Legislation	Local Government Act 1999		
Related Policies	Community Fund Policy		
Record Number	POL202357551		
Council Resolution Number	CNC327/22-23		
Approval Date	19/06/2023	First Approved	21/05/2023
Last Reviewed	15/05/2023	Next Review	2027

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Plaques Policy

1. Introduction

- 1.1 This policy has been developed to provide a consistent approach to the selection and installation of plaques affixed to Council owned furniture or similar infrastructure in public open spaces and community land within the Town of Walkerville. This policy does not cover cemetery plaques, signage, display boards, public art or historic interpretive signage projects.

2. Definition

Plaque	A plaque is a metal plaque mounted flush to a bench (or similar) where the entire message is contained within the plaque.
Donor	A donor is the person requesting to have the plaque installed.

3. Policy Statement

Plaques serve as local markers that commemorate a person, group, pet, local group/organisation or event that has made a difference to a neighbourhood and/or the local community more broadly. Plaques add cultural value to the Township.

3.1. Eligibility for a Plaque

- 3.1.1. A person/pet (living/deceased) who has made a difference, or has/had a particular connection to the neighbourhood or the local community more broadly.
- 3.1.2. A local organisation/group or event, that benefitted the Town of Walkerville or has/had a particular significance or connection to a specific locate or site.
- 3.1.3. A plaque(s) can commemorate contemporary, as well as historical achievements and contributions, i.e. a local sporting champion.
- 3.1.4. Individuals who did/do not reside in the Township will be considered, provided the application demonstrates a strong connection to the Town. For example, an application may be submitted for a longstanding volunteer who does/did not reside in the Township area, but who nonetheless, made an outstanding contribution, through a local organisation, group or activity.

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3.2. Process

- 3.2.1 In the first instance, people must apply in writing to the Group Manager, Asset & Infrastructure outlining the details of the intended recipient, with a brief description of the nature of their contribution and why it would be suitable for a plaque.
- 3.2.2 Applicants should also cite their preferred location for the plaque, although there is no guarantee that this requirement will be met.
- 3.2.4 Applications will be assessed by Administration on a case-by-case basis. Plaques will have a life span of ten-years, with the option for the donor to renew. In instances, where the plaque is considered to be of long-term historical/cultural value, Council can choose to extend the renewal period indefinitely at no additional cost to the donor.

3.3 Assessment

- 3.3.1 Plaque applications will be assessed on a case-by-case basis by Administration. The Chief Executive Officer will have the authority to select which plaque applications will be taken to Council for final approval. The decision of Council is final and no feedback will be provided.
- 3.3.2 In making their decision Administration will assess each application on a case-by-case and will also take into consideration:
- Has the person/subject already been acknowledged by another plaque (or similar) within the Council? No new plaque will be considered for a person, animal, group, organisation or event already memorialised in the Township.
 - The suitability of the preferred location specified by the applicant.
- 3.3.3 If the applicant does not specify a preferred location, Administration will choose a location on their behalf.
- 3.3.4 If the preferred location requested by the applicant is not suitable, Administration will decide on suitable alternatives and the donor will be advised.

3.4 Wording

- 3.4.1 Once approved, the Group Manager Public Relations & Community Services will contact the donor to develop appropriate wording and artwork for the plaque

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3.5 Design, materials and installation

- 3.5.1 The design and material selected for the plaque is overseen by Administration to ensure consistency and compliance with Council is branding style guide and suitability for the location.
- 3.5.2 The size will be influenced by the location and size of the item that the plaque is affixed to. Council will attend to the installation of the plaque and maintain the plaque according to its ongoing maintenance program.

3.6 Responsibility

- 3.6.1 Plaques will be maintained as part of Council's ongoing infrastructure program. However, no special guarantee for replacement is given in the case of vandalism or theft

3.7 Initial Costs

- 3.7.1 The applicant will be required to pay the full cost of the plaque, plus a 30% administration fee to cover the costs associated with the design, production and installation of the plaque
- 3.7.2 Potential donors can apply through the Community Fund Program for a grant towards the cost of a plaque

3.8 Plaque renewals

- 3.8.1 The Town of Walkerville will not necessarily retain the plaque in perpetuity, but will seek to renew the arrangement every 10 years with the donor.
- 3.8.2 Administration will establish and maintain a register of plaques and their locations
- 3.8.3 At the end of 10 years, Administration will contact the donor to ascertain if they wish to keep the plaque in its current location for another 10 years.
- 3.8.4 If a response is not received within two months of contact, Council may exercise the right to remove the plaque and make the location available to another donor.
- 3.8.5 If the donor wishes to renew the plaque, renewal or replacement costs will be incurred i.e. should the plaque need to be replaced with a new one or relocated.

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- 3.8.6 In the case of plaques, which are considered by Council to be of long-term historical/cultural value, these may be automatically renewed beyond the 10 year period. This decision is made by the Council, either at the time of the original request or when the plaque is due for renewal. In this instance, as it is a decision of Council, the original donor will not incur any costs for renewal.
- 3.8.7 If a structure or plaque needs to be removed prior to the end of the 10 year renewal period, Council will consult with the donor to find an alternative location.

3.9 Exceptions

- 3.9.1 In the following circumstances, The Town of Walkerville has the right to remove or relocate the bench or other item a plaque is affixed to:
- The area in which the plaque is located is being redeveloped
 - The structure or support on which the item is affixed is to be removed or permanently altered
 - The use of the area in which the plaque is located changes significantly in character and the plaque is not deemed suitable for the site.
 - Specific circumstances, where Council deems it longer appropriate for the plaque to be displayed in the community

4 Availability of Policy

- 4.1 This Policy will be available for inspection at Council's principal office during ordinary business hours and on Council's website www.walkerville.sa.gov.au
- 4.2 Copies will also be provided to interested members of the community upon request and payment of associated fees in accordance with Council's schedule of fees and charges.

5 Review

- 5.1 The effectiveness of this Policy will be reviewed and evaluated following each general Council election. The Group Manager Assets & Infrastructure will report to Council on the outcome of the evaluation, and make recommendations for amendments, alteration or substitution of a new Policy, if relevant.