

City of Greater Dandenong Plaques, Memorials and Interpretive Signage Guidelines

Plaques, memorials and interpretive signs offer unique opportunities to display a record of significant places, buildings and human achievements within the City of Greater Dandenong.

They also provide historical and cultural context for current and future generations, serve as memorials and reveal important narratives of the city.

These guidelines should be read in conjunction with the associated policy. The policy will apply to all requests for plaques, memorials or interpretive signage, progressed by Council officers or by external applicants.

Location

The plaques, memorials and interpretive signage guidelines apply to the City of Greater Dandenong municipality.

Aim

The plaques, memorials and interpretive signs will appropriately recognise and/or provide high quality, creative installations that contribute to good urban design outcomes in public spaces providing a platform to contribute to the knowledge, history and dialogue of the city.

Considerations

1. Requests for plaques installed by Council (including State and Federal funded projects) to commemorate an opening or refurbishment of a community building or facility or other significant event

Requests or a condition of contract requesting a plaque to be installed to commemorate an opening or refurbishment of a community building or facility, or any other asset or event which may be of historical or cultural significance are to be made by the relevant staff member for approval by the relevant Director.

Such a plaque will commemorate the opening or refurbishment of a community building or facility by providing a historical record of the Mayor and/or Councillors and State and Federal representatives of any funded projects in office at the time of the opening.

The cost of the plaque and appropriate ceremony or unveiling is to be funded as part of the relevant project.

1.1 Plaques for major projects with a cost to Council in excess of \$5m or of regional significance will normally include the following information:

- Identification of Council facility / asset
- Date (day, month, year) of opening/event
- Who opened it
- City of Greater Dandenong logo
- Funding recognition / funding bodies logo (if applicable)
- Mayors name

- Councillors names (listed in alphabetic order by last name)
- Members of Parliament (where Government has significantly funded the project) and/or where this is a funding requirement
- CEO's name
- Executive team names and other Council officers in certain circumstances

1.2 Plaques for minor projects with a cost to Council less than \$5m will normally include the following information:

- Identification of Council facility of event
- Date (day, month, year) of opening/event
- Who opened it
- City of Greater Dandenong logo
- Funding recognition /funding bodies logo (if applicable)
- Mayors and Councillors names (listed in alphabetical order by last name)

2. Request for plaques, memorials and interpretive signs installed by Council or in conjunction with other bodies to provide historical or heritage Information about important historical sites

2.1 Request for plaques for historical or heritage information will be considered if:

- The proposed plaque is site specific
- the historical importance of the site would not be evident without a plaque
- the proposed site has been recognised for cultural, social or heritage significance to the municipality over a period of time
- the site has not already been identified by another plaque or historical sign
- there is sufficient historical information and provenance available
- it contributes to an even distribution of heritage markings across the municipality
- the request is consistent with Council's strategic development framework for the site (relevant plan, strategy or master plan)

2.2 Requests for individual plaques or memorials will be limited to the following:

- the memorialisation of a deceased person who has made a significant contribution to the municipality
- details of historical association or tradition pertaining to the site or the community
- an individual or association that has contributed significantly to the cultural, political or social aspects of the municipality's development
- an individual or association strongly linked to the City of Greater Dandenong and its history

2.3 Request for interpretive signs will be supported if:

- it provides information about points of interest, historic uses, place names and local narratives for residents, workers and visitors
- it supports the establishment of a trail of places of interest
- it supports the emotional, historic and community connection that people have to place
- it provides enhanced opportunities to celebrate social and cultural heritage and community connectedness to the environment and neighbourhood
- signs for activity centres are consistent with the Design Framework for Interpretive Signs in Activity Centres

3. Placement

Plaques, memorials and interpretive signs that have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts will be made to consult with the person(s) responsible for initially installing the plaque or memorial prior to its removal.

3.1 Plaques

- The final placement of a plaque must be displayed in a publicly accessible location and, where practicable, inside the building or facility to avoid the risk of weather deterioration or potential vandalism.
- If the plaque is to be placed on what is deemed to be traditional land, then consent from the custodians of the land must be sought.
- Approval for a particular site will only be granted if consistent with Councils' strategic development framework (relevant plan, strategy or master plan)

3.2 Memorials

A memorial is defined as an object, room, garden or civic area named or established in memory of a person, association, anniversary or event and can include a monument

- A memorial shall be located at a designated site for not less than ten years from the time of installation with the following exceptions:
 - the area in which the item is sited is to be redeveloped
 - the use of the area in which the item is sited significantly changes in character or primary use and the item is not deemed suitable for the site
 - the structure or support on which the item is located is to be removed or permanently altered
- The final placement or naming of a memorial must be displayed in a publicly accessible location and, where practicable, inside the building or facility to avoid the risk of weather deterioration or potential vandalism.
- If the memorial is to be on what is deemed to be traditional land, then consent from the custodians of the land must be sought. –
- A structural memorial will be designed and sited so as not to intrude upon or damage the structure or natural environment or otherwise create a public risk.
- Approval for a particular site will only be granted if consistent with Councils' strategic development framework (relevant plan, strategy or masterplan).

3.3 Interpretive Signs

- If an interpretive sign is to be placed on what is deemed to be traditional land, then consent from the custodians of the land must be sought.
- Interpretive signs will be designed and sited so as not to intrude upon or damage the structure or natural environment or otherwise create a public risk.
- Approval for a particular site will only be granted if consistent with Councils' strategic development framework
- Interpretive signs located within activity centres will be consistent with the Design Framework for Interpretive Signs in Activity Centres

3.4 Relocation of official plaques, memorials and interpretative signage.

- When a facility or site has been identified for demolition or redevelopment and plaques, memorials or interpretive signs are affected, the following process is undertaken:

- Clarification of the scope of the affected site, the timeframe of project works and the proposed outcome.
- Consultation with stakeholders such as RSL, relatives of the memorialised person, historical societies and other interested parties.
- The archive collections officer to identify any items of interest to be retrieved
- Research to be undertaken to determine the provenance such as:
 - Location of item identified, which is photographed and measured in situ.
 - Maker's details
 - Names and details of officials, individuals and organisations associated with the item.
 - Relationships with organisations, events or other associated structures on the site. All information is then recorded in the Civic Collection cataloguing system.
- Identify appropriate storage location for the item and possible future re-installation sites
- Information to be provided to project manager to organise appropriate de-installation of item and transfer to storage.

4. Formatting and wording

- The final format and wording is to be consistent with the guidelines set out in the Corporate Style Guide and where applicable with the Design Framework for Interpretive Signs in Activity Centres and must be submitted to the Manager for approval, then signed off by the Chief Executive Officer where appropriate.
- The general formatting and wording of a plaque may be changed at the discretion of the Mayor and Chief Executive Officer depending on particular circumstances and placement of a plaque where size may be limited.

NB: Input will be sought from the historical groups, indigenous groups and local residents as appropriate.

5. Funding

Plaques, Memorials and interpretive signs that are given Council approval must comply with the following:

- The cost is to be funded as part of the relevant department/project.
- Where external organisations make requests, the cost of the item and installation is to be borne by the external organisation unless Council agrees otherwise
- Council will maintain the item as part of its Asset Management program for the life of the memorial (asset)

6. Application process

Requests must be submitted in writing and should include all relevant information including the proposed category (plaque, memorial or interpretive sign), a description of the significance of the person, site, object or story to the Greater Dandenong community, proposed location and design, including proposed text, provenance details and images.

Assessment Criteria

Requests are assessed against the criteria and the principles established within the Plaques, Memorials and Interpretive Signage Policy. In particular they must:

- support Council's corporate strategies, aims and objectives
- can demonstrate to be of lasting value to the community for social, cultural, historical, educational or aesthetic reasons and add to the existing community amenity of the proposed location, within the context of the current use of the area
- be considered in the context of the number of existing memorials, interpretive signs, public artwork and other objects in the area
- commemorate a person or group that has made a significant contribution to the community and who has not already been memorialised
- are consistent with Councils' Strategic development framework (plan, strategy or master plan)
- are assessed against the criteria principles established within the Plaques, Memorials and Interpretive Signage Guidelines
- adhere to Council's Risk Management Framework and to relevant Occupational Health & Safety and Environmental Management Policies and Procedures.
- have appropriate authorisation. Plaques, memorials and interpretive signs that have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts will be made to consult with the person(s) responsible for initially installing the plaque or memorial prior to its removal.
- Will consider implications for the relocation or removal of existing plaques, memorials and interpretive signs. This may include the appropriate recording of location, provenance and significance of the item. Opportunities to re-site the item will be investigated in consultation with appropriate stakeholders.

In addition, applications must:

- be demonstrated to be of lasting value to the community for social, cultural, historical, educational or aesthetic reasons and add to the existing community amenity of the proposed location, within the context of the current use of the area.
- consider ongoing maintenance costs to Council, aesthetics and space limitations.
- have the initial cost of the memorial met by the applicant.
- develop a design and site location which will not intrude upon or damage the structure or natural environment or otherwise create a public risk. Their construction should be appropriately engineered, require minimal maintenance and be resilient to vandalism. Appropriate planning approvals or permission from traditional owners should be in place or pending.
- conform to the process outlined in the Design Framework for Interpretive Signs in Activity Centres if located in activity centres.

The approval for all plaques, memorials and interpretive signs will include the following process:

- Proposals for memorials will be assessed by the appropriate Directorates of Council
- Directors of Community Services, Corporate Services and CEO or Group Manager are responsible for the final approval of plaques, memorials and interpretive signs.
- Decisions will be confirmed in writing to the applicant.
- Proposals for interpretive signs in activity centres will be assessed by in accordance with the Design Framework for Interpretive Signs in Activity Centres.
- Annual maintenance expenses will be identified and budgeted for.

If approved, the following conditions will include:

- the applicant is to be responsible for the full cost including the design, fabrication and installation of the item as well as any associated object that it may affixed i.e. park bench.
- the full cost of the project must be paid prior the commencement of any works.
- final approval for the site will be granted by the Chief Executive Officer.
- final approval of artwork will be signed off by the Manager Communications & Customer Service.
- that Council does not guarantee to retain plaques, memorials and interpretive signs after a period of ten years and that all requests granted for plaques, memorials and interpretive signs are done so on a revocable basis as stated in this policy.

No applications will be considered outside of this process.

Roles and Responsibilities

The responsibilities that arise under these guidelines are:

Director of Community and/or Corporate Services, Group Manager or CEO: are responsible for the final approval of all plaques, memorials and interpretive signs.

Directors and Group Manager: are responsible for the preliminary approval of plaques, memorials and interpretive signs pertaining to their areas of responsibility.

Manager Communications and Customer Service: is responsible for the approval of all artwork relating to plaques, memorials and interpretive signs prior to final sign off by the Director.

Managers: are responsible for monitoring staff under their supervision to ensure that they understand and comply with this policy and the requirements within it.

Arts and Cultural Development staff: are responsible for listing new plaques, memorials and interpretive signs in the Council's Asset Management Register.

All Staff: are responsible for compliance with the policy and the requirements within it.

Related Documents

- Plaques, Memorials and Interpretive Signage Policy
- Application to erect a plaque, memorial or interpretive sign within the City of Greater Dandenong
- Design Framework for Interpretive Signs in Activity Centres