

Policy

Commemorative Plaques for Official Openings and Events



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Adopted:	08/09/2010 #181
Last reviewed:	11/07/2012#163 11/03/2015#410 22/03/2017 #452 13/02/2019#362
New review date:	13/02/2021
Legal Authority:	Local Government Act Section 2.7 – The Role of Council
Directorate:	City Strategy
Department:	Marketing and Communications
Related documents:	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan 2017 – 2027 Policies Nil

Note: Changes to References may be made without the need to take the Policy to Council for review.

Policy:

1. Title

Commemorative Plaques for Official Openings and Events.

2. Purpose

To provide a consistent approach to the wording that is to appear on asset naming and event recognition plaques within the City of Kwinana.

3. Scope

This policy applies to plaques installed by the City to commemorate an opening or other event.

4. Definitions

Nil.

5. Policy Statement

Plaques may be installed by the City 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 are to be made by the relevant Director for approval by the Chief Executive Officer. Plaques may also be a requirement of grant funded projects and may require specific wording as part of the funding approval.

The final format and wording is to be considered by the Marketing and Communications Department before approval by the Chief Executive Officer and Mayor and is to include the following:

- City of Kwinana logo
- Additional Corporate/State/Federal logos if required
- Identification of City facility or event
- Recognition of namesake, if applicable (to appear in the form of "In recognition of his/her contribution to the Kwinana Community")
- Who opened it (in order of financial contribution – primary contributor to appear first)
- Funding recognition, if applicable (in order of financial contribution – primary contributor to appear first)
- Date (day, month, year)

This wording may vary at the discretion of the Chief Executive Officer and Mayor, depending on exceptional and/or unique circumstances.

Attached is an example of appropriate commemorative plaque wording.

6. Financial/Budget Implications

The cost of these plaques should normally be funded as part of the relevant project.

7. Asset Management Implications

Once installed, the upkeep and maintenance of plaques shall be included into the normal maintenance requirements of the building or facility to which the plaque is located.

8. Environmental Implications

There are no specific environmental implications associated with this policy.

9. Strategic/Social Implications

Strategic Community Plan 2017 – 2027

Aspiration 1: Rich in Spirit

Objective 1.1: Develop and strengthen community identity to create a sense of belonging.

10. Occupational Safety and Health (OSH) Implications

There are no specific OSH implications associated with this policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not acknowledging openings or sponsorships could lead to negative reputation and detract from funding opportunities. The risk rating would be moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.

Attachment:

Example of a commemorative plaque

Please note: the design example below outlines the font style and sizes to be used for a plaque produced to the exact same dimensions. Variations in the plaque size will require the font sizes to scale proportionately according to the size of the plaque.

