

Information Markers Policy

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| Approving authority | University Council |
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| Description | Griffith University Information Markers ("Markers") increase public and University community awareness about persons and events, buildings and features, flora and fauna that are significant in the history and culture of the University and its environs. This policy outlines the processes associated with the approval and installation of these markers. |

Related documents

[Naming of Buildings and Other Physical Features Policy](#)

[\[Purpose of Information Markers\]](#) [\[Policy\]](#) [\[Guidelines\]](#) [\[Procedures\]](#)

1. PURPOSE OF INFORMATION MARKERS

Markers may be installed:

1.1 To commemorate the particular contributions of an individual

- to the University,
- to its academic programs,
- to its research activities, or
- to its administration and management.

1.2 To indicate features of the campus including

- award winning buildings,
- sculptures,
- flora or fauna which is rare or of particular significance.

1.3 To commemorate events in the history of the University such as

- acquisition or opening of campuses,
- graduations.

A number of Markers may also be used to indicate a walking trail of a particular interest through the campus.

2. POLICY

The installation of a Griffith University Information Marker shall be approved by the Vice Chancellor.

3. GUIDELINES

The following guidelines apply to the installation and removal of a Griffith University Information Marker:

- A Marker will not normally be installed for a person who is still actively associated with the University.
 - Markers would only normally be erected to commemorate staff who had made a significant contribution to the University over a period of five or more years.
 - Where Markers are placed to honour an individual, the reputation and on-going standing of the individual should be carefully considered. The University reserves the right to reverse the decision and remove the Marker if that person falls into disrepute or for any reason.
 - Attention must be given to ensuring that only historically correct information is given on the Marker and that it will not give offence to individuals or groups.
 - Wherever feasible, the agreement of the person to whom a Marker refers (or their descendants) should be sought as to content and accuracy.
 - A marker may be removed (and relocated where appropriate) by the university under the following circumstances:
 - The area upon which the marker has been located is subject to development in accordance with the university's Master plans) as updated from time to time.
 - The markers have been identified as presenting a Health and Safety hazard.
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4. MARKER SPECIFICATIONS

- The type, size, design and form of the Information Marker will be in accordance with the University Design Guidelines. Any variation to this will be approved by the Vice Chancellor.
 - The construction drawing details, including isometric view, is available from Campus Life.
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5. MARKER PROPOSAL SUBMISSION

All proposals for Griffith University Information Markers shall be submitted for approval to the Vice Chancellor through the Director, Campus Life.
