

Council Policy

Purchase and Placement of Memorial Seats and other Infrastructure

Objective

This policy aims to provide consistent and effective administration of requests for memorial seats and other infrastructure in parks and reserves.

Policy Statement

The Town of Bassendean acknowledges the use of memorials as a means of assisting people to remember and honour loved ones and to provide public benefit in the form of infrastructure and amenity to park users.

The policy approach aims to reduce bureaucratic requirements in the administration of this policy, whilst ensuring the benefits stated.

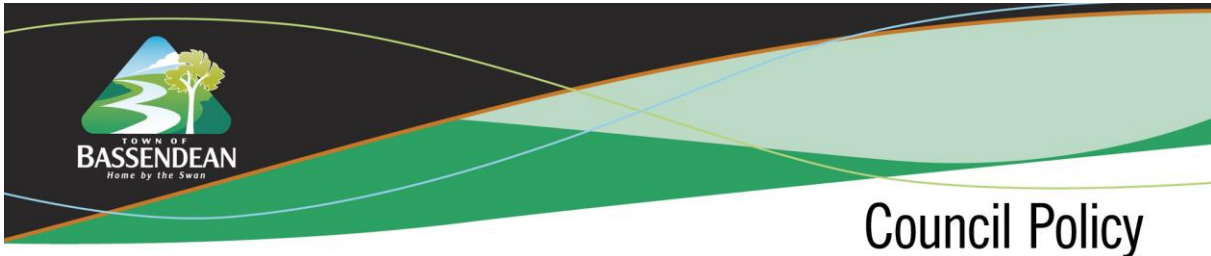
Memorial Seats

The Town of Bassendean will facilitate the placement of memorial seats as follows:

1. The whole of life cost of the seating will be at the applicant's expense through an upfront fee.
2. The fees for this service will be updated in the annual fees and charges.
3. The memorial is approved only for people of good public standing in the community.
4. The Chief Executive Officer will approve the location and design of memorial seating.
5. The potential for public benefit will be a prime condition in choosing if a suitable location is available.
6. Memorial seats shall only commemorate a person who is no longer living.
7. The seat and plaque will be removed at the end of the assets life. The expected asset life of a seat is 10 years; however, this may change depending on the local environmental conditions.
8. The Chief Executive Officer may authorise the removal of a seat or plaque at any time.
9. Memorial seats may be moved as part of the management of a park.

Memorial Seat Implementation

1. Applications for the placement of memorial seats are to be in writing.
2. All memorial plaques will be to a standard size (no greater than 15cm x 8cm) and be purchased by the applicant through a bronze plaque foundry.



3. The memorial plaque is to be 3mm bronze or stainless steel or as otherwise approved by the Chief Executive Officer.
4. The plaque text is to be appropriate for a public setting.
5. Personal items are not to be fixed to the memorial seat or placed at the base of the seat.
6. No ashes are to be placed in or near the seat.
7. Additional plaques may be approved on memorial seats subject to approval from the original applicant or their immediate family.

Other Infrastructure of Parks Upgrades

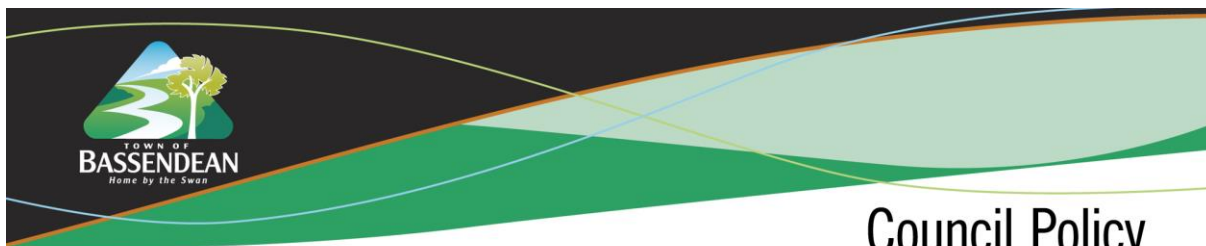
It is noted that occasionally some members of the community would have a preference of providing a more substantial donation to install alternative infrastructure such as a playground or parks upgrade.

As this is expected to be a boutique service, this is expected to be negotiated by the applicant with the Chief Executive Officer.

1. Applications for 'other infrastructure' are to be in writing.
2. Applications are eligible which fund assets or upgrades that are expected occur in the long term financial plan or other strategies.
3. The 'other infrastructure' will be to a nominated type and standard approved by the Chief Executive Officer. The donation will support the whole of life cost of the hard asset(s).
4. The applicant is responsible for the costs associated with the provision of a plaque.
5. The potential for public benefit will be a prime condition in choosing a suitable location and upgrade type.
6. The asset and plaque will be removed at the end of the asset life.
7. Memorials may be required to be moved within the park as part of the management of a park.

Other Infrastructure of Parks Upgrades Implementation

1. Applications are to be in writing.
2. All memorial plaques will be to a standard size (no greater than 30cm x 30cm) and be purchased by the applicant through a bronze plaque foundry.
3. The memorial plaque is to be 3-5mm bronze or stainless steel or as otherwise approved by the Chief Executive Officer.
4. The plaque text is to be appropriate for a public setting.
5. Personal items are not to be fixed to or adjacent to the memorial.
6. No ashes are to be placed in or near the seat.



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7. Additional plaques may be approved on the memorial subject to approval from the original applicant or their immediate family.

Removal of a Memorial Identified in this Policy

1. Assets identified in this policy will be removed at the end of their asset life.
2. The Town will write to the recorded address of the applicant to inform them of the removal.
3. The applicant is responsible for ensuring that their contact details are up to date with the Town.
4. The plaque will be made available for collection from the town by the applicant for 1 year after the asset is removed.
5. Renewal of the memorial can applied for at the initial purchase of a memorial or at the end of the asset life of the memorial.

Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer. The Policy is to be reviewed every three years.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Executive Manager Sustainability and Environment
Inception Date:	May 2021	Decision Maker:	Council (OCM-7/5/21)
Review Date:	May 2023	Repeal and Replace:	Chief Executive Officer
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995 Part 5.</i>		
Link to Strategic Community Plan:	Create a community closely connected to its history and heritage. Creating an environment where people feel welcome and safe.		