

# THE PLACING AND MAINTENANCE OF MEMORIAL SEATS WITHIN THE CITY OF ROCKINGHAM (EXCLUDING EAST ROCKINGHAM CEMETERY)



## **Background**

Due to numerous public requests Council recognised the need to provide Memorial Seats outside of the East Rockingham Cemetery. The Memorial Seats will allow the public an area for remembrance of loved ones.

Following the Council meeting on 16 June 1999 Council resolved to:

1. *Investigate alternative options for placement of memorial plaques such as bench seats.*
2. *Develop appropriate policies for placement of plaques.*

## **Statement of Intent**

This policy details the procedures and responsibilities for the placement and maintenance of Plaques on Memorial Seats within Council.

## **Policy**

The following procedures apply to the purchase and maintenance of Memorial Plaques on Memorial Seats within the City of Rockingham excluding the East Rockingham Cemetery.

## **Procedure**

- The administration of all Memorial Seats and the purchase of all Memorial Plaques will be through the Engineering & Parks Services Division.
- All Memorial Plaques shall be purchased through a Council appointed bronze plaque foundry. The Monumental Plaques will all be of the same design and will be installed by the foundry.
- All Memorial Seats shall be purchased through a Council appointed furniture dealer. The Memorial Seats shall all be of the same design and will be installed by the dealer.
- The purchaser of the Memorial Seat can request a location of the seat and all effort will be taken to accommodate the request but the final decision for the location of the Memorial Seat will be decided by the Director of Engineering & Parks Services.
- All care will be taken to maintain and care for the seats but if the seats are vandalised or damaged no responsibility will be taken for the damage. The owner of the seat will be notified of the damage. It is then the owner's responsibility to repair or purchase (through Council) another seat.
- Personal items are not to be fixed to the Memorial Seat or placed at the base of the seat.
- No Ashes will be placed in or near the seat.
- Military niches are allowed on seats as long as they conform to other plaques.

A \$20 administration fee will apply for purchase of the seats, and additional plaques may be approved on the seat but only with the agreement of the purchaser or their immediate family and only on seats that are designed for more than one plaque.