

Memorial Plaque & Seat Policy & Guideline

Objective

The objective of the policy is to recognise residents who have made a significant contribution to the Albany community.

Policy

The City of Albany will consider applications for the installation of a memorial or memorial seat where:

- Such memorial or memorial seat recognises residents who have made a “significant” contribution to the Albany community; and
- The location sought for the placement of the memorial or memorial seat does not compromise existing Council policies or development plans for the long term maintenance or upgrading of the reserve.

Council reserves the right to remove the memorial or memorial seat, without referral or compensation, should the memorial or memorial seat fall into disrepair, become vandalised or pose a risk to the public.

The cost of providing and installing the memorial or memorial seat shall be borne by the applicant and upon placement / erection the memorial or memorial seat shall become the property of the City of Albany.

The applicant shall seek and obtain City of Albany approval prior to carrying out any maintenance or modification to the memorial or memorial seat or the area surrounding the memorial or memorial seat.

All formal requests are to be submitted in accordance with the guidelines developed for this purpose.

Scope

This guideline applies to memorials, plaques and seats:

- On public land or land vested in the care and control of the City of Albany; and
- City sponsored memorials, plaques and seats.

Legislative and Strategic Context

- City of Albany Property Local Law

Review Position and Date

This policy & guideline is to be reviewed by the document owner every two years.

Associated Documents

- Attachment 1 – Memorial Plaque / Seat Application Form

Document Approval			
Document Development Officer:		Document Owner:	
Manager Reserves		Executive Director Works & Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy CM.STD.4 – Guideline		
Document Reference Number:	NP1766993		
Meta Data: Key Search Terms	Memorial, seat, guideline, policy		
Status of Document:	Council decision: Adopted & Reviewed.		
Quality Assurance:	Chief Executive Officer, Executive Management Team (EMT), Council Committee, and Council.		
Distribution:	Internal Document, Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	EDCCS	Author: Executive Director Corporate & Community Services (EDCCS) Adoption Reference: OCM 18/05/2004 Report Item 12.2.6. NP097726_3.	18/05/2004
2.0	EDCCS	Revised, amended and re-adopted by Council Reference: OCM 15/09/2009 Report Item 14.12.2.	15/09/2009
2.1	MGR	Revised, formatting only.	29/10/2010
2.2	MGR	Revised, formatting only. NG097728_1.	12/02/2014
3.0	MGR	Revision Reference: OCM 23/05/2017 Resolution CCCS028. Amended, combined policy position and guideline. NP1766993.	19/06/2017

GUIDELINES

Provision of Plaques / Seats / Memorials

Sponsorship of the supply of street furniture by private individuals or families for the purpose of a memorial to a community member is acceptable and will be encouraged as a way of increasing the supply of street furniture for the community's use.

The cost of providing and installing the memorial or memorial seat shall be borne by the applicant and upon placement / erection the memorial or memorial seat shall become the property of the City of Albany.

The applicant shall seek and obtain City of Albany approval prior to carrying out any maintenance or modification to the memorial or memorial seat or the area surrounding the memorial or memorial seat.

A particular location may be requested, however, final approval rests with Council.

The memorial (up to 20 words) may be provided, through a plaque mounted on the item. The plaque can be no larger than 120mm x 80mm, made of stainless steel 3 mm thick, and all costs associated with engraving the chosen message.

Only one plaque per seat is to be affixed, unless the City deems otherwise. The City will be responsible for fixing any plaques to the seating.

Where the City allocates a specific location, this location will be held for a period of 60 days.

Specifications for Seat / Memorials

Seats/memorials should be ergonomically designed to provide comfort and ease of use (including for the elderly and the very young). Armrests are preferred.

Materials should maximise comfort, amenity and safety. Accepted ergonomic guidelines should be applied.

Seats/memorials should provide for maximum flexibility to enable a variety of configurations (For example: with or without backrests, straight/curved).

Fixings and fittings should be unobtrusive and tamper resistant.

Design should minimise opportunities for vandalism and graffiti (e.g. accessible surface areas should be minimised, and metal rails should not be accessible for skateboard use).

Seats/memorials installed by the ocean should take into account the corrosive actions of sea air and wind.

Location

Taking into account that the location sought for the placement of the memorial or memorial seat is not to compromise existing Council policies or development plans for the long term maintenance or upgrading of the reserve, opportunities for placement of seats/memorials include:

- Gathering places for groups or couples.
- Quiet solitude for individuals.
- Resting places for pedestrians, especially the aged and parents with children.

The positioning of seats/memorials should avoid:

- Unwanted proximity between individual users of a single seat.
- Forced eye contact between seat users.

Surface treatments surrounding seats/memorials should provide easy access for those with disabilities. Consideration should be given to providing access for wheelchair users to draw up at the end of seats and picnic tables.

Seats/memorials should be located in positions of relative and perceived safety.

Positioning should provide:

- A clear 180 degree line of sight when in open space.
- A protected back when in a confined space.
- Safe lighting levels.
- Clear movement areas to right and left.
- Seats/memorials should be located to:
 - Maximise available shade in summer.
 - Minimise undue noise.
 - Minimise prevailing wind conditions.
 - Maximise shelter from rain.
- Consideration should be given to the outlook:
 - An interesting outlook.
 - Views of the "passing parade".
 - Options for more than one vista.

Seats/memorials should also be located with a clear line of sight to litter bins.

Application Procedure

All applications need to be submitted in writing on the 'Application for Memorial / Seat' form.

Associated Documents

- Memorial Plaque/Seat Application Form (Attachment 1 – Follows)

ATTACHMENT 1 - MEMORIAL PLAQUE / SEAT APPLICATION FORM

The City of Albany provides residents with the opportunity to remember family and/or friends now deceased through the placement of a plaque on a public seat or memorial.

APPLICANT:

Name:			
	Surname	Given Name(s)	
Address:			
	Residential		
	Postal – if different from above		
Telephone No.	Home	Work	Mobile

MEMORIAL:

Memorial:			
	Name(s)		
Contribution to the Albany Community:			

PLAQUE DETAILS: *Please detail the exact wording you would like to appear on your plaque:*

Wording:	
<p><i>Note: You may wish to liaise with your local trophy/engraving shop to ensure your chosen wording will fit the plaque size. The City of Albany takes no responsibility in this regard and approves this application on the basis that the applicant has taken this into consideration.</i></p>	

LOCATION: Do you have a preferred location where you would like the plaque to be placed?

Location:	
-----------	--

City of Albany Approval:

This application:

Approved:	This application has been approved subject to the conditions set out in the Memorial / Seat Guidelines. The following additional conditions have also been applied to this application:
-----------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Not Approved:	Reason:
---------------	---------

Signed:

Date:

Authorised Officer

CHECKLIST:

Action:	Date:	Action:	Date:
Plaque wording approved		Plaque returned to City of Albany	
Location approved		Plaque affixed to seat	
Application approved		File	
Returned to applicant			