

## Memorial Plaque & Seat Policy & Guideline

### **APPLICATIONS CURRENTLY SUSPENDED ELLEN COVE BOARDWALK**

*The City's administration has suspended the processing of memorial plaque applications on the Ellen Cove Boardwalk in accordance with the City's Local Government Property Local law 2011.*

*This was considered justified, as the City's administration is currently reviewing application processes and criteria to ensure fairness and consistency, considering maintenance and financial implications, and allowing for public consultation and community engagement.*

### **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 (the City) 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.

The City 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.

The applicant shall seek and obtain City 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; and
- City sponsored memorials, plaques, and seats.

### **Legislative and Strategic Context**

- City of Albany Local Government Property Local Law 2011 (As amended)

### **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

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
Manager City Reserves (MCR)		Executive Director Infrastructure, Development and Environment	
<b>Document Control</b>			
<b>File No. / Document Type:</b>	CM.STD.7 – Policy   CM.STD.4 – Guideline		
<b>Document Reference:</b>	NP23165181		
<b>Status of Document:</b>	<b>Council decision:</b> Adopted. Reviewed under delegated authority.		
<b>Quality Assurance:</b>	Executive Management Team (EMT), Council Committee.		
<b>Distribution:</b>	Public Document		
<b>Document Revision History</b>			
<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
1.0	EDCCS	Author: Executive Director Corporate & Community Services (EDCCS). Adoption Reference: OCM 18/05/2004 Report Item 12.2.6. Document Reference: NP097726_3.	18/05/2004
2.0	EDCCS	Revised, amended, and re-adopted by Council. Adoption Reference: OCM 15/09/2009 Report Item 14.12.2.	15/09/2009
2.1	MGR	Manager Governance & Risk (MGR). Revised under delegated authority. Formatting only.	29/10/2010
2.2	MGR	Revised under delegated authority. Formatting only. Document Reference: NG097728_1.	12/02/2014
3.0	MGR	Revision Reference: OCM 23/05/2017 Resolution CACS028. Amended, combined policy position and guideline. Document Reference: NP1766993.	19/06/2017
4.0	MGR	Review Reference: OCM 28/03/2023 Resolution AR131. Note: Presented for review annually with Delegations & Authorisations Register. Document Reference: NP1766993.	28/03/2023
4.1	MCR / MGR	Reviewed under delegated authority, with minor amendments applied to improve readability. _Administrative Notice advising of the suspension of applications for Ellen Cove Boardwalk applied. _Document Development Officer and Document Owner titles, updated. _Minor formatting.	31/05/2023

## 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 consider the corrosive actions of sea air and wind.

### Location

- Considering 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.

**MEMORIAL 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:	
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**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:
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Not Approved:	Reason:
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Signed:		Date:	
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**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			