

Memorial Seating

Purpose

To set out requirements for placing of memorial plaques on seating within Council open space, and to facilitate the provision of additional seating in these areas.

Scope

Community organisations and groups within the Yass Local Government area.

Definitions

Term	Meaning

Policy Principles

Council in conjunction with community organisations will provide additional seating in open space areas which includes the provision of a plaque in memory of lost loved ones. Interested community groups are to contact Council who will assign an open space or other Council maintained area to that organisation including provision of a map showing approved locations for additional seating.

Responsibilities of the various parties and requirements for placement of seating and plaques are as follows:

- Interested parties are to contact the appropriate community organisation who will manage pre-installation requirements. The pre-installation requirements include agreement for seat locations from the approved list provided by Council, recording of details for inclusion on the plaque, and receipt of payment for the new seat. The cost of each seat will be determined by the community organisations in consultation with Council. Full payment will be required prior to installation.
- Council will cover the cost of construction of a concrete slab and installation of the new seat. The cost of supply of the seat and plaque will be billed by Council to the relevant community organisation.
- Newly installed seats will become the property of Council including responsibility for ongoing maintenance and repair of the seat and surrounds. Maintenance requirements and standards will be determined by Council.
- Ongoing responsibility for maintenance of memorial plaques due to damage, loss, theft or general wear and tear, will remain with the purchaser.
- The seat style and location for placement of each seat will be solely determined by Council. Seating will be suitably robust to ensure longevity and minimise ongoing maintenance requirements.
- Plaques in the memory of individuals will contain standard wording as follows: "This seat has been provided by <Name> in loving memory of "<Name>"
- Where the plaque is placed, other than for an individual, eg. fallen soldiers, wording will be approved by the General Manager to ensure consistency.
- Only one plaque will be installed per seat.
- Council reserves the right to relocate, reposition, or replace any memorial seat as considered necessary for the ongoing functionality and aesthetics of each facility.

Responsibilities & Review

Recreation Assets Division will: -

- Provide all necessary administrative support for the operation of this policy
- Develop and document any procedures for the effective implementation of this policy

This policy will be reviewed every four years.

References

This policy is to be read in conjunction with the following:

Legislation

Policies and procedures

Approval History

Stage	Date	Comment	MagiQ Reference
Original	9 April 2013	EMT	
Review	24 April 2013	On Exhibition	Min 123
Adopted	26 June 2013	Council Meeting	Min195
Reviewed	1 March 2022	Template only	

Ownership and Approval

Responsibility	Role
Author	Manager Recreational Assets
Owner	Manager Recreational Assets
Endorser	EMT
Approver	Council