



The Placing and Maintenance of Memorial Plaques within the City of Rockingham (Excluding East Rockingham Cemetery)

Background

Due to public requests Council has recognised the need to provide a Memorial Wall for the placing of Memorial Plaques in locations other than the East Rockingham Cemetery. The memorial wall will allow the public an area for remembrance of loved ones.

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

1. "Support, in principle, the placement of plaques on a Memorial Wall located in the Waikiki foreshore area in a location acceptable to the Cemeteries Advisory Committee.
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 walls within City of Rockingham.

Policy

The following procedures apply to the purchase and maintenance of memorial plaques on memorial walls within the City of Rockingham, excluding the East Rockingham Cemetery:

Procedure

- The administration of the Memorial Wall 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. To enhance the monumental wall, all plaques will be of similar design and will be installed by the foundry.
- All care will be taken to maintain and care for the wall, but if the wall is vandalised or damaged, no responsibility will be taken for damage to plaques. The purchaser of the plaque will be notified of the damage. It is then the purchaser's responsibility to repair or purchase (through Council) another plaque.
- Personal items are not to be fixed to the memorial wall or placed at the base of the wall.
- No ashes will be placed at the wall.
- The full cost for purchasing and installing the plaque will be the responsibility of the purchaser; an administration fee will also apply.
- Spaces in the wall can be reserved at a set fee. The payment of the spaces and plaque will be completed at the time of need.
- Military plaques are allowed as long as they conform to other plaques.

A \$20 administration fee will apply for purchase of the plaque.

A \$50 fee will apply for reserving a plot.

Definitions

Nil

Policy Name:	Placing and Maintaining of Memorial Plaques	Council Adoption:	24 August 1999
Version:		Amendment:	
Review Date:		Responsible Team:	Engineering and Parks Services

Legislation

Nil

Other Relevant Policies/ Key Documents

Nil

Responsible Division

Engineering and Parks Services

Review Date

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