



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

Background

Due to public requests, Council recognised the need to provide Memorial Seats in locations other than 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 Memorial Seats within the City of Rockingham.

Policy

The following procedures apply to the purchase and maintenance of 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 Seats will be through the Engineering & Parks Services Division.
- All memorial seats shall be of a design and manufacture as approved by Council and will be chosen from a portfolio of approved designs.
- The purchaser of the Memorial Seat can request a location of the seat and all effort will be made to accommodate the request but the final decision for the location of the memorial seat will be decided by the Director Engineering & Parks Services.
- All care will be taken by Council to maintain and care for the seats, however, when the seats are damaged or deteriorate to a point where they are no longer able to be maintained in a sound condition, the purchaser of the seat will be notified and given the opportunity to replace the seat at their cost. If the purchaser cannot be located, or does not wish to replace the seat, Council is under no obligation to replace the 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.
- The full cost for the purchase and installation of the memorial seat will be the responsibility of the purchaser, an administration fee will also apply.

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.

Definitions

Nil

Legislation

Nil

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



Other Relevant Policies/ Key Documents

Nil

Responsible Division

Engineering and Parks Services

Review Date

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