

# Purchase and Placement of Memorial Seats Policy

<b>Responsible Division</b>	Infrastructure and Assets
<b>Responsible Business Unit/s</b>	Parks and Environment
<b>Responsible Officer</b>	Parks and Gardens Manager
<b>Affected Business Unit/s</b>	Parks and Environment, Transport and Buildings
<b>ECM Document Set ID</b>	3372080

## Purpose

This policy states the Council's position on memorial seating, memorial trees and other types of memorials and recognition requests received by the City.

## Policy Statement

The City of Bayswater will facilitate the placement of memorial seats or memorial trees, and consider other memorial and recognition requests at various locations under the City's control throughout the City, subject to the following:

### 1. Memorial Seats

- (a) The applicant meeting the cost of the purchase and installation of the seating which will be of a nominated type for the particular area to a standard approved by the Director of Infrastructure and Assets.
- (b) The applicant being responsible for the costs associated with the provision of a plaque on the memorial seating.
- (c) The location of memorial seating will be approved by the Director Infrastructure and Assets, and when applicable, by other relevant authorisation depending on location. The potential for public benefit will be a prime consideration in choosing suitable locations.
- (d) Where an applicant is seeking a plaque to be installed on existing seating, this will be allowed on the proviso that the applicant still meets the cost of the purchase and installation of new seating to be installed at another suitable location.
- (e) The applicant will be responsible for the cost of replacing and repairing any damaged or stolen plaques.
- (f) The City will add the seating to its asset inventory and manage its life cycle through its asset systems. The City will not replace the plaque when it has reached its end of life.
- (g) Memorial seats shall only commemorate a person who is no longer living.

### 2. Memorial Trees

- (a) The applicant meeting the cost of the purchase and installation of an approved tree species, in accordance with the City's "Tree Planting Guidelines", approved by the Director Infrastructure and Assets.

- (b) The applicant being responsible for the costs associated with the provision of a plaque to be located close to the base of the tree.
- (c) The applicant being responsible for the costs associated with the provision and maintenance of the tree during establishment, for the three years after planting.
- (d) The location of memorial tree will be approved by the Director Infrastructure and Assets. When applicable other relevant authorisation and potential for public benefit will be a prime condition in choosing suitable locations.
- (e) If located on a residential verge consent from the property owner must be granted to the City prior to approval.
- (f) The applicant will be responsible for the cost of replacing and repairing any damaged or stolen plaques.
- (g) Memorial trees shall only commemorate a person who is no longer living.
- (h) All maintenance of the memorial tree is to be undertaken by City Officers.

### **Implementation**

1. Applications for memorial seats, trees or other recognition requests are to be in writing.
2. All memorial plaques will be to a standard size and be purchased through a City approved bronze plaque foundry.
3. The applicant can request a location for a seat and every effort will be made to accommodate the request however, the final decision on location will be made by the Director Infrastructure and Assets.
4. Personal items are not to be fixed to the memorial seat or tree or placed at the base of the seat.
5. No ashes are to be placed in or near the seat or tree.
6. Additional plaques may be approved on memorial seats or trees subject to approval from the original applicant or their immediate family.

### **Definitions**

Nil.

### **Related Legislation**

Nil.

### **Related Documentation**

Nil.

### **Document details**

<b>Relevant delegations</b>	Nil.
<b>Risk evaluation</b>	Low
<b>Council adoption</b>	9 June 2009

**Reviewed/modified** 9 April 2019

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**Reviewed/modified** 23 July 2024

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**Next review due** July 2028

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