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1. PREAMBLE

The purpose of this policy is to ensure that applications for memorial plaques on seating and engravings on Council’s seaside memorials are managed on a consistent basis.

1.1 Background

The City of Holdfast Bay licences seats, for a period of 10 years, in many locations across the city where memorial plaques can be attached. It also owns two seaside memorials, one in Moseley Square, Glenelg and one adjacent to the Brighton Jetty.

1.2 Purpose

This document clarifies the standards and conditions of licences associated with Memorial Seats and the engraving of the seaside memorials.

In respect of Memorial Seats, this document should be read together with the Memorial Seat Terms and Conditions which will apply if the Council accepts an application for licence of a Memorial Seat. A copy of the Memorial Seat Terms and Conditions can be obtained from Council upon request.

1.3 Scope

The document applies to all licences for all Memorial Seats and Seaside Memorials within the municipality and control of Council.

1.4 Definitions

Memorial Plaque - means a commemorative plaque to be affixed to a Memorial Seat.

Memorial Seat - means a seat, usually in the form of a park bench, in the style and colouring as decided upon by the Council that bears a Memorial Plaque.

Seaside Memorial – refers to the interactive memorials located at Brighton and Glenelg, where people can purchase the right to have a name inscribed on the memorial for a one off payment.

1.5 Strategic Reference

Culture: Providing customer-centred services

Culture: Being financially accountable

Culture: Supporting excellent, efficient operations

2. PRINCIPLES

2.1. *Memorial Seats*

- 2.1.1. The Council places and manages Memorial Seats at various locations throughout the municipality. Individuals or groups, may enter into an agreement with Council to licence a Memorial Seat and have a Memorial Plaque attached to, it in return for payment of a fee set by Council.
- 2.1.2. Unless this Policy provides otherwise, the Council will at all times own the Memorial Seat and any Memorial Plaque which has been attached to it in accordance with this Policy.
- 2.1.3. Spaces for Memorial Seats are limited and Council does not maintain a waitlist. Any available Memorial Seats will be licensed on a first come basis.
- 2.1.4. Memorial Seats are placed at the Council's discretion and the location of the Memorial Seat may be subject to change.
- 2.1.5. Due to the popularity of Memorial Seats, no new Memorial Seat locations will be available along the foreshore.
- 2.1.6. Memorial Seats are licensed for a ten year period.
- 2.1.7. Licence holders will have the first option to renew the licence for a further period at the end of the initial ten year licence term.
- 2.1.8. Where a licence is terminated or not renewed, or else at the end of the renewed licence period, Council will remove the Memorial Plaque from the seat - at which point it will become the property and responsibility of the licence holder - and use reasonable endeavours to arrange for it to be collected by the licence holder, or send it to the address nominated by the licence holder in the licence application.
- 2.1.9. The Memorial Seat Terms and Conditions set out the Council's obligations to maintain the Memorial Seats and Memorial Plaques. The Council is not obliged to replace a Memorial Seat or Memorial Plaque during the term of a licence if it is significantly damaged or destroyed.
- 2.1.10. Subject to clause 2.1.9, Council will maintain the Memorial Plaque for the natural life of the Memorial Plaque or until it becomes the property of the licence holder under clause 2.1.8 above, noting that:

MEMORIALS POLICY

- 2.1.10.1. The life of the Memorial Plaque is to be determined by the Council with consideration given to the legibility and general condition of the Memorial Plaque as reviewed/audited by Council from time to time; and
- 2.1.10.2. The intention is that Memorial Plaques should not become an “eyesore” or detract from the environment they are in because of their general condition.

- 2.1.11. It is the responsibility of the licence holder to nominate an ongoing contact person for the renewal of the licence and otherwise for the purpose of allowing the Council to administer this Memorials Policy.

2.2. Seaside Memorials

- 2.2.1. Council has created two seaside memorial sculptures located at Brighton and Glenelg to allow a permanent memory of persons whose cremated remains have been scattered in the sea.
- 2.2.2. People may have the name of someone whose remains have been scattered at sea permanently engraved on the memorial for a fee.
- 2.2.3. Names are added to each memorial four times a year by Council’s monumental mason.
- 2.2.4. Spaces cannot be reserved for engravings on the seaside memorials, inscriptions are made in the order that they are received.

3. REFERENCES

3.1 Legislation

Nil

3.2 Other References

Nil