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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 leases 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 leases associated with Memorial Seats and the engraving of the seaside memorials.

1.3 Scope

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

1.4 Definitions

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 commemorative plaque that is owned and maintained by Council.

Seaside Memorial – refers to the interactive memorials located at Brighton and Glenelg. Families purchase the right to have a name on inscribed on the memorial where families can inscribe a name 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

MEMORIALS POLICY

- 2.1.1 The Council places and manages Memorial Seats at various locations throughout the municipality. Individuals or groups, may lease a Memorial Seat and have a plaque of recognition attached.
- 2.1.2 Spaces for Memorial Seats are limited and Council does not maintain a waitlist. Any available seats will be leased on a first come basis.
- 2.1.3 Memorial Seats are placed at the Council's discretion and the location of the memorial seat may be subject to change.
- 2.1.4 Due to the popularity of memorial seats, no new memorial seat locations will be available along the foreshore.
- 2.1.5 Memorial Seats are leased for a ten year period, upon payment of the fee set by Council.
- 2.1.6 Lease holders will have the first option to renew the lease for a further ten years.
- 2.1.7 Where a lease is not renewed Council will remove the Plaque from the seat and install it within the footpath no further than ten metres from the original location of the seat and in a position where it can be seen.
- 2.1.8 Council will maintain the plaque for the natural life of the plaque.
 - 2.1.8.1 The life of the plaque is determined with consideration given to the legibility and general condition of the plaque as reviewed/audited by Council from time to time.
 - 2.1.8.2 The intention is that plaques should not become an "eyesore" or detract from the environment they are in because of their general condition.
- 2.1.9 It is the responsibility of the lease holder to nominate an ongoing contact person for the renewal or otherwise of the lease.

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