



## COMMEMORATIVE SEAT POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	Executive Coordinator	General Manager	23 August 2021	July 2023
<b>PURPOSE</b>	This Policy provides guidelines regarding the placement of a seat and/or plaque within a public open space in the Devonport municipal area, that commemorates individuals, organisations, businesses or clubs who have made a significant contribution to the community or to recognise a significant milestone.			
<b>SCOPE</b>	This Policy applies to all applications for commemorative seats and/or plaques to be located within public spaces under ownership or managed by Devonport City Council.			
<b>DEFINITIONS</b>	<p>For the purposes of this policy, the following definitions will apply:</p> <p><b>Commemorative seat</b> – a seat installed within a public space under the jurisdiction of Devonport City Council to commemorate an individual, organisation, business or club.</p> <p><b>Plaque</b> – an ornamental tablet that is fixed to a surface or object to commemorate an individual, organisation, business or club.</p>			
<b>POLICY</b>	<p><b>1. Applications</b>            Applications must be submitted in writing using the 'Application for Commemorative Seat' form and will be reviewed by Council's Governance Department in conjunction with other departments of Council as required. Formal approval will be required from Council. If an application is made to install a seat or plaque on Council managed land (i.e. Crown land), consent from the landowner must also be sought.</p> <p>This Policy is discretionary in that no precedent will be set and each application will be determined on an individual basis. Council is under no obligation to accept an applicant's proposal.</p> <p><b>2. Assessment Criteria</b>            Council will consider applications for the installation of a commemorative seat where:</p> <ul style="list-style-type: none"> <li>• it recognises individuals, organisations, clubs or businesses who have made a significant contribution to the Devonport community;</li> <li>• the location of the seat does not compromise existing Council policies or development plans for the long-term maintenance or upgrading of the respective open space.</li> </ul> <p>An assessment of associated risks involved in commissioning, placing and maintaining the commemorative seat, will be undertaken by</p>			

Council's Risk and Compliance Coordinator, and will form part of the decision-making process.

If deemed necessary, stakeholder and community consultation may be undertaken, where relevant, to provide information and enable feedback and advice on the proposed Commemorative Seat.

Applications must comply with the requirements in the Commemorative Seat Procedure.

### **3. Provision of Commemorative Seats**

Sponsorship of the supply of street furniture by an individual's family, organisations, clubs or businesses for the purpose of a commemoration is encouraged as a way of increasing the supply of street furniture for the community's use.

The cost of purchasing and installing the commemorative seat shall be borne by the applicant and upon placement, the commemorative seat shall become the property of the Devonport City Council.

Council reserves the right to remove the commemorative seat, without referral or compensation, should the seat fall into disrepair, become vandalised, or pose a risk to the public.

### **4. Location**

Opportunities for the placement of seats includes:

- public gathering places;
- places of quiet solitude; and
- resting places for pedestrians, especially the aged and parents with children.

Seats should be located in positions of relative and perceived safety.

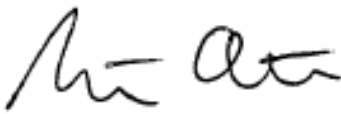
Consultation will be undertaken with the applicant to assess preferred location, however, the siting of infrastructure is to be at the discretion of Council, after considering master plans, site management plans, traffic and pedestrian mobility, risk and public safety.

Any application which includes a proposed specific site for the commemorative seat, must demonstrate justification for the memorial being in that location.

### **5. Other Memorials**

Council may consider requests to rename or name a public space or community facility (under Council ownership or management, including playgrounds and sporting facilities) to commemorate a person or organisation where it can be demonstrated the memorial subject has made a significant contribution to Devonport, over and above that which would ordinarily be expected and exhibited by others in similar roles.

- a) Such requests should include background and supporting information (as required) to establish the appropriateness of the

	<p>proposal in accordance with this policy and contemporary community attitudes relating to the memorial subject and site.</p> <p>b) Any proposal to name or rename a public space or community facility to commemorate a person or organisation will be referred to Councillors for consideration.</p>								
<b>LEGISLATION AND RELATED DOCUMENTS</b>	<p><i>Public Open Space Strategy</i>  <i>Park Furniture Register</i>  <i>Commemorative Seat Register</i>  <i>Commemorative Seat Procedure</i>  Devonport City Council Strategic Plan 2009-2030</p>								
<b>ATTACHMENTS (IF APPLICABLE)</b>	<p>Commemorative Seat/Plaque Application Form  Commemorative Seat/Plaque Flow Chart</p>								
<b>STRATEGIC REFERENCE</b>	<p>5.2.3 - Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement</p>								
<b>MINUTE REFERENCE</b>	<p>21/173</p>								
<b>OFFICE USE ONLY</b>	<table border="1"> <tr> <td>Update Register</td> <td>Y</td> <td>Training/Communication</td> <td>Y</td> </tr> <tr> <td>Advise Document Controller</td> <td>Y</td> <td>Advise HR / MCO</td> <td>Y</td> </tr> </table>	Update Register	Y	Training/Communication	Y	Advise Document Controller	Y	Advise HR / MCO	Y
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	Advise Document Controller	Y	Advise HR / MCO	Y					
<p>Management Sign Off:</p> 									
<p>Date: 23 August 2023</p>									



# DEVONPORT CITY COUNCIL

## COMMEMORATIVE SEAT/PLAQUE APPLICATION FORM

A complete form is to be returned by email or post.

Devonport City Council  
 PO Box 604  
 Devonport TAS 7310

Email: [council@devonport.tas.gov.au](mailto:council@devonport.tas.gov.au)

The Devonport City Council provides residents, organisations, clubs or businesses with the opportunity to commemorate significant contributions to the City of Devonport, or recognise significant milestones or achievements through the placement of a Commemorative Seat and/or plaque in a public open space within the Devonport municipality.

APPLICANTS DETAILS			
NAME:			
ADDRESS:			
			POSTCODE:
POSTAL ADDRESS (IF DIFFERENT FROM ABOVE):			
			POSTCODE:
TELEPHONE:		MOBILE:	
EMAIL:			

MEMORIAL/COMMEMORATION
NAME OF INDIVIDUAL/S, ORGANISATION, CLUB OR BUSINESS:
CONTRIBUTION TO THE DEVONPORT COMMUNITY:

PLAQUE DETAILS (IF APPLICABLE)
PLEASE DETAIL THE EXACT WORDING YOU WOULD LIKE TO APPEAR ON THE PLAQUE:
NOTE: You may wish to liaise with your local engraver to ensure your chosen wording will fit the plaque size. The Devonport City Council takes no responsibility in this regard and approves this application on the basis that the applicant has taken this into consideration.

**LOCATION DETAILS**

DO YOU HAVE A PREFERRED LOCATION WHERE YOU WOULD LIKE THE COMMEMORATIVE SEAT AND/OR PLAQUE PLACED, AND IF SO, PLEASE PROVIDE JUSTIFICATION FOR YOUR REQUEST:


If location is not deemed suitable by Council due to operational circumstances and Policy compliance, an alternative available site will be suggested for consideration

**DEVONPORT CITY COUNCIL APPROVAL**

This Application has been approved in accordance with the Commemorative Seat Policy and Council Resolution: (Resolution Number and Date Endorsed)

The following additional conditions have also been applied to this Application (if applicable):


The following seat/location has been designated for this plaque, which will be held for a period of 60 days. Should a plaque and this application not be returned to the Council within this timeframe, the Council reserves the right to reallocate this seat and award the location to another applicant, if requested.

**AUTHORISATION:**

Signed: ..... Date:.....  
 General Manager

**CHECKLIST:**

ACTION:	DATE:	ACTION:	DATE:
Applicant advised of outcome		Council Resolution No & Date of Meeting	
Plaque Wording Approved YES/NO		Plaque returned to DCC	
Location Approved YES/NO		Plaque affixed to Seat	
Application Approved		TRIM Reference:	
Returned to Applicant			

Commemorative Seat Application Flow Chart

