



## COMMEMORATIVE SEAT POLICY

POLICY TYPE	POLICY ADOPTED	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM):
Council	22 July 2019	153/19	D594693
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW
Executive Manager Organisational Performance	General Manager	5.2.3 - Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement.	July 2021
PURPOSE	This Policy stipulates guidelines regarding the placement of a commemorative seat within a public open space within 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.		
SCOPE	This Policy applies to all applications for Commemorative Seats and/or plaques to be located within Devonport.		
POLICY	<p><b>1. Objective</b> This Policy provides an opportunity to:</p> <ul style="list-style-type: none"> <li>• Recognise individuals, organisations, businesses and/or clubs who have made a significant contribution to the Devonport community, or a significant milestone.</li> <li>• To provide a cost effective and meaningful approach to increasing the supply of street furniture.</li> <li>• To ensure a consistent and managed approach to improving public amenity/street furniture and open space.</li> </ul> <p><b>2. Applications</b> All applications must be submitted in writing using the 'Application for Commemorative Seat' form and will be reviewed by Council's Governance Department. Formal approval will be required from Council.</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>Applications for Commemorative Seats will not be accepted if a person, event or place is already memorialised.</p> <p><b>3. 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 Council's Risk and Compliance Coordinator, and will form part of the decision-making process.</p> <p>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.</p> <p><b>4. Provision of Commemoratives Seats</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>5. Location</b></p> <p>Opportunities for the placement of seats includes:</p> <ul style="list-style-type: none"> <li>• Public gathering places;</li> <li>• Places of quiet solitude;</li> <li>• Resting places for pedestrians, especially the aged and parents with children.</li> </ul> <p>Seats should be located in positions of relative and perceived safety.</p> <p>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 giving consideration to master plans, site management plans, traffic and pedestrian mobility, risk and public safety.</p> <p>Any application which includes a proposed specific site for the commemorative seat, must demonstrate justification for the memorial being in that location.</p>			
<b>LEGISLATION AND RELATED DOCUMENTS</b>	Public Open Space Strategy Public Art Policy "Park Furniture Register" (D444435)			
<b>ATTACHMENT/S (IF APPLICABLE)</b>	Commemorative Seat Procedure Commemorative Seat/Plaque Application Form Commemorative Seat/Plaque Flow Chart			
<b>TRAINING REQUIREMENTS (IF APPLICABLE)</b>	Is training required as result of this Policy		<b>YES</b>	NO
	Training required by:	Councillors	<b>Staff</b>	Department



## COMMEMORATIVE SEAT PROCEDURE

### 1. Provision of Commemorative Seats/Plaques

A particular location may be requested for the installation of a Commemorative Seat, however final approval rests with Council. All costs associated with the purchasing and installation of the seat are to be borne by the applicant.

Council's Infrastructure and Works department will arrange for the purchase and installation of the seat, with associated expenses to be on-charged to the applicant prior to its installation. All Commemorative Seats must be approved by Council and must be consistent with Council's current public seating assets.

Where Council allocates a specific location, this location will be held for a period of 60 days.

If a plaque is to be mounted on the Commemorative Seat, it must be:

- restricted to a maximum dimension of 120mm x 80 mm;
- made of stainless steel;
- up to 3mm in thickness; and
- limited to 20 words.

Costs for purchasing the plaque and its engraving will also be borne by the applicant. Only one plaque per seat is to be affixed, unless Council determines otherwise. Council will be responsible for affixing any plaques to the seating, with the cost being borne by the applicant.

### 2. Location

The positioning of Commemorative Seats should consider the following:

- unwanted proximity between individual users of a single seat;
- forced eye contact between seat users;
- surface treatments surrounding seats should provide ease of access for those with disabilities; and
- consideration should be given to providing access for wheelchair users to draw up at the end of seats.

Positioning will also consider the following:

- a clear 180-degree line of sight when in open space;
- a protected back when in a confined space;
- safe lighting levels; and
- clear movement areas.

Seats will be located to:

- maximise available shade in summer;
- minimise undue noise;
- minimise prevailing wind conditions; and
- maximise shelter from rain.

Consideration will be given to the outlook, including:

- an interesting outlook/view;
- views of the "passing parade"; and
- options for more than one vista.

Seats should also be located with a clear line of sight to litter bins.



# 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 FLOWCHART

