
POLICY REGISTER

Title:	DONATION OF MEMORIAL SEATS
MOSPLAN Reference:	06.02.07
Date Adopted:	3 October 2000 (PF/214)
Date Reviewed:	9 October 2001 (PF/227) 1 April 2008 (EP/37a)

Policy Details:

Applications for the placement of a memorial plaque in a Council Reserve to be considered only where:

- Such memorial is in recognition of a long term resident of Mosman or a person who has contributed to the Mosman community over many years; and
- A seat according to Council's design is donated and installed at the applicant's cost.

The plaque can be placed on the donated seat installed at a location determined in accordance with an agreed plan or on an existing seat which does not already have a plaque attached or was not previously donated without a plaque. It should be noted that the placement of a plaque is not mandatory to the donation of a seat.

In addition to the above criteria, a written application is required with approval granted subject to the following conditions:

1. The applicant to meet all costs associated with the purchase and installation of the seat and, if requested, the purchase and engraving and placement of the plaque (maximum size 150mm x 50 mm x 3 mm) on the seat.
2. The seat will remain the property of Council which will maintain the seat whilst it is economically viable to do so.
3. Council will not be responsible for the replacement of the plaque due to vandalism or theft.
4. Council retains the right to relocate the seat to an alternate site if and when it is considered necessary to do so.
5. The location is to be in accordance with the agreed plan determined by the Manager Assets and Services after taking into consideration the location of the existing trees and park furniture.

Reference(s):	Refer Dataworks Document No. 147212 – Report PF/214 to Policy and Finance Committee 03OCT2000 Refer Report PF/227 to Policy and Finance Committee 9OCT2001 Refer Report to Council EP/37a 1 April 2008 (1786369)
Responsible Department(s):	Corporate Services
