

SHIRE OF HARVEY

**BRUNSWICK JUNCTION TOWN CENTRE DEVELOPMENT ADVISORY COMMITTEE**

MINUTES OF THE MEETING OF THE BRUNSWICK JUNCTION TOWN CENTRE DEVELOPMENT ADVISORY COMMITTEE HELD ON WEDNESDAY, 18<sup>TH</sup> NOVEMBER 2015, AT THE BRUNSWICK JUNCTION TOWN HALL MEETING ROOM, OMMANEY ROAD, BRUNSWICK JUNCTION, COMMENCING AT 3:30P.M.

**ATTENDANCE**

Deputy Shire President	Cr.	P.J.	Beech
	Cr.	P.	Giancono
	Cr.	F.	Burgoyne
	Mr.	G.	Fry
	Mrs.	J.	Dalton
	Cr.	P.	Monagle
Chief Executive Officer	Mr.	M.	Parker
Manager Community and Economic Development	Mr.	P.	Quinlivan

**OBSERVERS**

Mr.	B.	Brooksbank	3.00p.m. – 4.25p.m.
Mr.	K.	Hart	3.00p.m. – 4.25p.m.
Mr.	W.	Jackson	3.00p.m. – 4.25p.m.

**AGENDA**

**1. OPENING AND WELCOME**

Clause 3 of Schedule 2.3 of the Local Government Act 1995, provides that the Chief Executive Officer is to preside at the meeting until the office of Presiding Member is filled.

*The Chief Executive Officer opened the Meeting at 3.30p.m.*

**2. ELECTION OF PRESIDING MEMBER**

As this is the first meeting of the Brunswick Town Centre Redevelopment Advisory Committee since the Local Government Elections in October 2015 it is necessary to elect a Presiding Member in accordance with Section 5.12 of the Local Government Act 1995.

*The Chief Executive Officer called for nominations for the position of Presiding Member. Cr. Monagle nominated Cr. Beech for the position of Presiding Member and as this was the only nomination Cr. Beech was elected unopposed.*

*Cr. Beech took the Chair as Presiding Member.*

SIGNED \_\_\_\_\_ DATED TBA.

3. **APOLOGIES**

Nil

4. **DECLARATION OF MEMBERS' AND OFFICERS' PERSONAL INTEREST**

• **Impartiality Interests**

Cr. Monagle declared an impartiality interest in Item 6.1 – Brunswick Junction Pioneer and Community Wall Proposal – Lions Club of Brunswick – Brunswick “Mooseum” Park, Ommaney Road, Brunswick (A004367).

**Reason**

Cr. Monagle advised that he is a member of the Lions Club of Brunswick and declared that he would deal with the matter on its merits.

Mrs Dalton declared an impartiality interest in Item 6.1– Brunswick Junction Pioneer and Community Wall Proposal – Lions Club of Brunswick – Brunswick “Mooseum” Park, Ommaney Road, Brunswick (A004367).

**Reason**

Mrs Dalton advised that her husband is a member of the Lions Club of Brunswick and declared that she would deal with the matter on its merits.

5. **CONFIRMATION OF PREVIOUS MINUTES**

The Minutes of the Brunswick Town Centre Redevelopment Advisory Committee meeting held on Wednesday, 20<sup>th</sup> May 2014, are attached hereto.

ATTACHMENT

**Recommendation**

That the Minutes of the Meeting held on Wednesday, 20<sup>th</sup> May 2014, as attached, be confirmed as a true and correct record.

BCTR-15/001. Fry/Burgoyne

**“That the Minutes of the Meeting of the Brunswick Town Centre Redevelopment Advisory Committee, held on Wednesday, 20<sup>th</sup> May 2014, be confirmed as a true and correct record.”**

**CARRIED 8-0**

## 6. REPORTS

Item No.	6.1
Subject:	<b>Brunswick Junction Pioneer and Community Wall Proposal</b>
Proponent:	<b>Lions Club of Brunswick</b>
Location:	<b>Brunswick "Mooseum" Park, Ommaney Road, Brunswick</b>
Reporting Officer:	<b>Manager Community &amp; Economic Development</b>
File No.:	<b>A004367</b> <span style="float: right;"><b>Attachment Reg. No. 15/21085</b></span>

### Summary

This report presents a proposal from the Lions Club of Brunswick to install and manage a *Pioneer and Community Wall* in the Brunswick Town Centre. The report recommends that Council approves the proposal subject to conditions.

### Background

The Lions Club of Brunswick has submitted a proposal (refer **Attachment 1**) to install and manage a new *Pioneer and Community Wall* in the Brunswick Town Centre. The proposal is to construct an 8m x 1.8m curved limestone wall that would accommodate approximately 160 bronze plaques on both sides of the Wall.

The purpose of the Wall would be to recognise the contributions made to the town and surrounding district by early pioneers, soldier settlers, past residents, community members and organisations. The Club's proposal includes widespread community engagement to generate interest and a process for applications to be considered. The Club proposes to appoint a management committee that would be responsible for ongoing management and maintenance of the Wall.

The Club's recommended location for the Wall is in the central park off Ommaney Road that has been approved by Council as the site for the proposed "Mooseum Dairy Hall of Fame". Whilst the Club is happy to consider alternative locations for the Wall within the Park, its preferred positioning (as illustrated on page 5 of the attached submission) is on the southern side of the grassed area adjacent to Ommaney Road.

The Club's proposal does not request any financial contribution from Council for the Wall itself however it has requested that Council consider providing some lighting in the area of the wall to help minimise any vandal damage. The cost of providing lighting is unknown at this time and would depend on a number of factors including the type of lighting and the location of the Wall.

### Comment

The Club's proposal is generally supported however the following matters require consideration by the Committee and Council:

#### 1. Memorials Policy

Council recently adopted a "Memorials Policy" to establish a framework to assess applications for memorials for prominent community members. The Brunswick "Mooseum" park was identified as one of three locations within the Brunswick townsite where memorials could be located. Although the proposed *Pioneer and Community Wall* is not intended to be a memorial and no birth or death dates will be allowed, Council has approved this park as a potential location for memorial plaques, seating and trees.

2. Location

In consultation with Shire staff, the Club has considered various sites within the town centre and has identified the “Mooseum” park as its preferred location due to its prominent position in the town centre and the availability of parking and toilets. Along with the proposed “Mooseum”, the Wall would provide an added attraction for visitors travelling through the town, encouraging more people to stop for a break in Brunswick before continuing their journey.

The Club’s proposal for the Wall to be located in the “Mooseum” park is supported however the recommended positioning in the south western corner of the park requires further consideration. The proposed location for the Wall is illustrated on page 9 of the Club’s submission and would create a highly prominent structure in the south west corner of the park. The Club’s rationale for recommending this location is that it would be very visible to passing traffic and being close to Ommaney Road, it would be less likely to be subject to ongoing vandal damage.

Whilst the recommended positioning of the Wall would not conflict with or compromise the location of the proposed “Mooseum” structure, it could be argued that to some extent the Wall may dominate or clutter the site with too much activity in the one area.

Given the likelihood that there would be some overlap between the information provided on the interpretive signage for the “Mooseum” and the *Pioneer and Community Wall*, one option may be to investigate the possibility of including the Wall as part of the design for the “Mooseum”. Preliminary discussions have taken place with the Architect who prepared the concept plans for the proposed “Mooseum” and he was supportive of this approach. Funds have been allocated in Council’s 2015/16 Budget to prepare detailed design plans for the “Mooseum” and although this may result in a delay in selecting the best location for the Wall, on balance it is the recommended approach.

3. Ongoing Management and Maintenance

Subject to Council’s approval of the project, the Club would accept responsibility for ongoing management and maintenance of the Wall. The Club has also developed guidelines and an application procedure to consider any requests for plaques to be installed on the Wall, and a management committee would be established to consider and process any applications in line with the guidelines.

Whilst the proposal for the Club to accept responsibility for ongoing management and maintenance of the Wall is supported, given the sensitivities associated with deciding which applications should be approved and which ones are declined, it may be appropriate for Council to be involved in that process either through the Advisory Committee or directly via a report to Council.

In summary, the Club’s proposal is considered to be a positive initiative that would provide an added attraction in the Brunswick town centre however choosing the most suitable location for the Wall requires careful consideration by the Committee before making a recommendation to Council. The recommended approach would be to investigate the option of incorporating the concept of a *Pioneer and Community Wall* into a revised design for the proposed “Mooseum”. This would ensure that the location and design of the Wall is complementary to the plans for the overall site.

### **Statutory / Policy Environment**

Council's Memorial Policy No. 17.17 provides a framework to assess applications for memorials for prominent community members.

### **Strategic Framework**

Within the Shire's Strategic Community Plan 2013 - 2023, Strategy 2.4.4 states:

*"Provide quality amenities and accessible public spaces for our community."*

### **Budget Implications**

No financial contribution for the Wall structure has been requested from Council however the Club has requested that Council provide some lighting in the area of the wall. Funds have not been allocated in Council's 2015/16 Budget for this purpose and cost estimates are not available at this time.

### **Officer's Recommendation**

That Council:

1. Advises the Lions Club of Brunswick that it is generally supportive of its proposal to install a *Pioneer and Community Wall* in the "Mooseum" park off Ommaney Road, Brunswick Junction but in order to ensure that the location and design of the Wall is complementary to the overall plans for the site, requests staff to investigate the option of the incorporating the proposed Wall into a revised design for the "Brunswick Mooseum Dairy Hall of Fame"; and
2. Receives a further report on the proposal via the Brunswick Town Centre *Redevelopment Advisory Committee*.

*Mr. Hart provided a brief background on the proposal to install a Pioneer and Community Wall and general discussion took place.*

BCTR-15/002. **Monagle/Fry**

**"That the meeting be adjourned to allow a site inspection."**

**CARRIED 8-0**

**The Meeting was adjourned at 3.58p.m.**

BCTR-15/003. **Burgoyne/Dalton**

**"That the Meeting be resumed with only Committee members present."**

**CARRIED 8-0**

**The Meeting was resumed at 4.25p.m.**

*Further discussion took place and the Committee expressed support for the proposed Pioneer and Community Wall to be installed at the "Mooseum" Park, however the Committee was not supportive of the recommended location on the southern side of the grassed area adjacent to Ommaney Road.*

BCTR-15/004. **Monagle/Burgoyne**  
"That Council:

1. **Advises the Lions Club of Brunswick that it supports the proposed Pioneer and Community Wall concept subject to finalising an appropriate location for the Wall and guidelines relating to inscriptions on the Wall;**
2. **Does not support the Club's preferred location in the south east corner of the grassed area at the "Mooseum" site as shown in their proposal; and**
3. **Seeks advice from Alexander Planning Consultants as to:**
  - a. **Whether the Pioneer and Community Wall proposal can be incorporated into the overall concept plan for the site;**
  - b. **Where the best location for the wall would be within the "Mooseum" precinct; and**
  - c. **The cost of modifying the "Mooseum" concept plan to incorporate this proposal."**

**CARRIED 8-0**

7. **NEXT MEETING**

The next meeting of the Brunswick Town Centre Redevelopment Advisory Committee is to be advised.

8. **CLOSURE**

There being no further business to discuss, the meeting was declared closed at 5.17p.m.



# BRUNSWICK Jn DISTRICT PIONEER and COMMUNITY WALL

PROPOSAL FOR CONSIDERATION – SHIRE OF HARVEY - 2015



**WE SERVE – FELLOWSHIP - COMMUNITY**

**To: Mr. Michael Parker – Chief Executive Officer, Shire of Harvey**

**Mr. Patrick Quinlivan – Manager of Community and Economic Development, Shire of Harvey.**

**Ms. Tania Jackson – President Shire of Harvey**

**Counselors' and advisory staff Shire of Harvey.**

**Contained herein is the proposal in its entirety submitted by The Brunswick Jn Lions Club, to the Shire of Harvey for consideration, the proposal seeks Shire endorsement for the planned – Brunswick Jn District Pioneer and Community Wall.**

**This proposal outlines the merit of this project and highlights the benefit the project will bring to the Brunswick Jn community in providing a dedicated site at which we can celebrate the contribution past early pioneers , community members and organisations have mad to the Brunswick Jn area.**

**The Lions Club of Brunswick is confident that this project is a most worthwhile undertaking and will further compliment the town center amenity of Brunswick. The identified preferred site for this project sits comfortably within the historical theme of the immediate area being in close proximity to the Brunswick Town Hall, St Peter's Church, 10<sup>th</sup> Light Horse Memorial and Ommaney Road building frontage.**

**The Brunswick Lions Club first considered this proposal at the February 10<sup>th</sup> dinner meeting earlier this year. This project was seen as worthy of support by the club and forwarded it to the Investigations Committee for further review. A working party visited the town of Dalwalinu to view first hand an existing example of this project embedded in the community, this delegation met with shire representatives involved in the building and ongoing administration of this community project.**

**At the recommendation of the Investigation Committee the club adopted the proposal and appointed a Steering Committee to advance this project and complete a submission for consideration by the Shire of Harvey and Brunswick Community.**

**As you see the Lions Club governance surrounding this project is complete and we now present in good faith our submission to the Shire of Harvey for consideration. The club is poised ready to commence work to complete the 'wall' at the earliest opportunity once we have advice to proceed.**

**We all at the club hope to take advantage of a lovely summer's morning toward the end of 2015 on which to officially open the wall.**

**Yours in fellowship**

**The Steering Committee and Members, Brunswick Jn Lions Club**

### **The Project- scope of works**

This from a capital works perspective is a simple project with minimal cost incurred and a small scope of works.

The proposal is to construct a robust and engineered simple free standing lime stone wall to accommodate the placement of individualized commemorative plaques.

The wall dimensions and specifications are provided in detail - attached engineer drawings (pages 7 and 8). Essentially this is a curved wall approximately 1.8 meters in height and 8 meters long and will accommodate approximately 160 plaques in total when using both sides of the structure. An appropriate and engineer endorsed foundation will be provided and the wall built on a concrete plinth. We are confident the structural drawing attached ( page 8) will satisfy all engineering requirements. As with all public monuments and erections there is always the risk of vandalism or graffiti to minimize the damage to the wall a graffiti prove sealant will be applied to the surface of the face brick.

The wall will be identified with signage as the –BRUNSWICK Jn DISTRICT PIONEER and COMMUNITY WALL – further signage and logo will show it to be a Lions Club of Brunswick Jn project 2015.

### **Why do we need a Pioneer and Community Wall?**

The Brunswick Jn District Pioneer and Community Wall – gives our community the opportunity to recognize the enormous contribution made to our town and surrounding district by our early pioneers, soldier settlers, past residents, community members and organizations’.

The wall will provide a focal point for our community to gather and celebrate our towns past and acknowledge those who made Brunswick Jn what it is today.

Since the 1830’s the area has been developed by hard working and visionary settlers who by their commitment have cemented the Brunswick Jn area as an essential key to our states agricultural industry and rail infrastructure heritage. This town’s history is full of big names and even bigger plans and this project can once again breathe life into these often forgotten characters and stories.

### **Project Funding**

The financial costs to realize this project are very low – the initial summary below expands on the figures. The Brunswick Lions Club seeks no external monetary support for this project and will cover all costs incurred to complete and manage the project ongoing.

To support this ‘in kind’ donations have been sought and secured from businesses to provide some of the materials required.

#### **Costs,**

- Site excavation – Lions Club 0.00
- Labour – Lions Club 0.00
- Concrete footings 3.8 Cm – Donation 0.00

• Gravel foundation compacted ,donated	00.00
• Blocks 500x350x240 – 96 units (90)	988.30
• Capping Blocks 350x350x160 (20)	156.20
• Masonry sealant	400.00
• Transport – Lions Club	
• Sand/Gravel – Donation	0.00
• Cream Cement - approx. 15 bags	<u>280.00</u>
	1824.50

**Lions club to complete all works – schedule of works**

**Should the Shire support our proposal, we would require a “Permit to Work” or the local government equivalent to ensure the works can commence without unforeseen damage to buried services.**

**Any safety requirements such as barrier protection during excavation and construction will be complied with.**

**We are aware that the grassed site has a sprinkler irrigation system that will require some modification to accommodate the wall’s foundation.**

**We expect the procurement of materials will take 4 to 5 weeks after approval and due to the voluntary nature of labour input and seasonal weather constraints we expect the final completion of the wall, ready to receive plaques will not occur before October 2015.**

#### **Preferred Site**

**OMMANEY RD – Grassed area ‘MOOSEUM’ playground.**

**In March of this year club members met with Patrick Quinlivan and Robert Burgoyne to ‘walk the town’ and look at possible sites for the placement of the wall. This group looked at three sites within and adjacent to the town Centre – after assessing the pros and cons of each site – the consensus reached was that the grassed area adjacent to the children’s playground as shown below was the most appropriate site.**



**This location is central the town and close to public ablutions and cooking facilities. The SW Highway is only metres’ away and will provide a high public visibility for the project for drive**

through local and tourist traffic; this is further enhanced with the available car and caravan parking onsite.

Those large groups that visit to view family plaques can comfortably accommodate their entire family onsite and allow the children to play within the safety of the playground after they have cooked a meal on the BBQ or walked over the road and purchased food from the Brunswick Bakery and Supermarket. From this venue all visitors can comfortably walk the Town Centre and take in the other historical points of interest such as the light horse memorial and Daisy the cow – coincidentally both Lions Club of Brunswick past projects.

### Wall within the site

This picture shows the proposed positioning of the wall set within the existing grassed area adjacent to the playground and Mooseum site. As you can see this sits well within the area without dominating it and once it is featured with plaques it will really compliment the areas visual appeal.



### Community engagement

The Brunswick Lions Club is very aware that the success of any public work is reliant on effective communication and information sharing with key stake holders. All proposals once in the public domain will generate a ‘buzz’ .The club is keen to have accurate information circulated early to ensure all those commenting on the merit of the Community Wall are across the facts.

To this end, a copy of this initial proposal will be provided to the members of the Brunswick Main Street Committee and local businesses. A public copy will be made available and placed at the Brunswick Jn Community Resource Centre and our local Shire of Harvey Councilors also provided with a copy of the proposal.

The Lions Club membership sees this project as an appropriate site and opportunity to recognize the traditional custodians of the land on which the Brunswick Jn town site and District are located.

The club, in consultation with local Elders, would like to fund and place a plaque on the wall acknowledging the continuing connection with the area by the Noongar Nation.

#### Community outreach on project

The Lions Club and project steering committee have put a significant amount of preparatory planning work into the promotion of this project. Once endorsed by the SOH we are ready to immediately commence community engagement with the project – this will be in the form of local and statewide media coverage in print, radio and television (page 17). It is hoped that this early local and State-wide community engagement in the project will realize many plaque orders; this interest will further promote the worthiness of this project and benefits to all.

Attached (page 14) is a copy of a pamphlet for public circulation. This pamphlet provides detailed information for the public on all aspects of the project, details the principal behind the establishment of the project, parameters around the spirit of plaque content and the process/cost/timeline around the purchase of these plaques.

The pamphlets will be delivered to every household and PO Box in the Brunswick/Roelands' and Bengier town sites. This will also be used to support our media exposure and uploaded to our club's Facebook site.

#### Guidelines for plaques

The Steering Committee have researched at length the guidelines in place for similar such projects around WA. Those referenced are projects funded and administered by both community groups and local government authorities either as a partnership or stand alone.

The guideline created and adopted by the committee (page 10) places a fair expectation on those applying for a plaque to honor the spirit of the project. We do not want the wall to become a memorial as such no dates of birth or death will be allowed. Any historical claim made must be able to be supported. No offensive comments/wording will be accepted - be they racial, discriminatory or not in keeping with the spirit of the project as determined by the management committee.

#### The Plaques

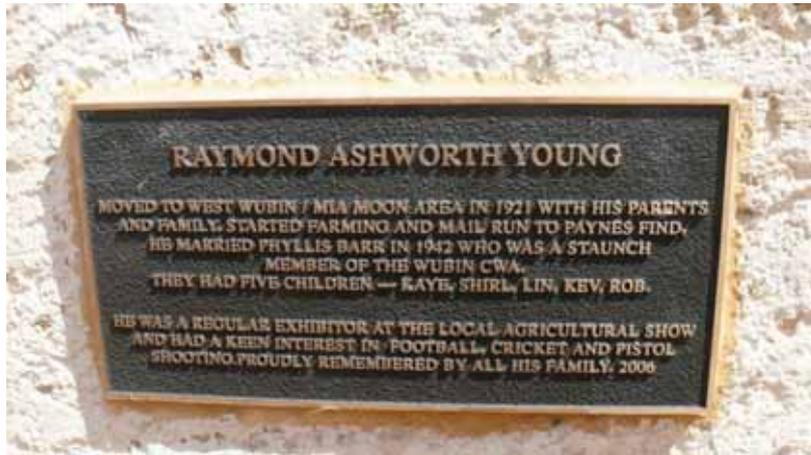
Given the dimension and material preferred by the steering committee for the plaques there is essentially one supplier in a position to supply the quantities ongoing we will require. This is also the supplier preferred by the Dalwalinu Pioneer and Past Residents Wall.

The manufacturer is Arrow Bronze – Dandenong. Attached (page 9) is the initial quote for the creation and supply of the plaques. They are to be of cast bronze 305mm x 152mm, included is 8 lines of text at a cost of \$315.00 plus GST. Extra lines, up to 13, are available at a cost of \$25 each. Postage is set at \$20 per plaque and is based on weight.

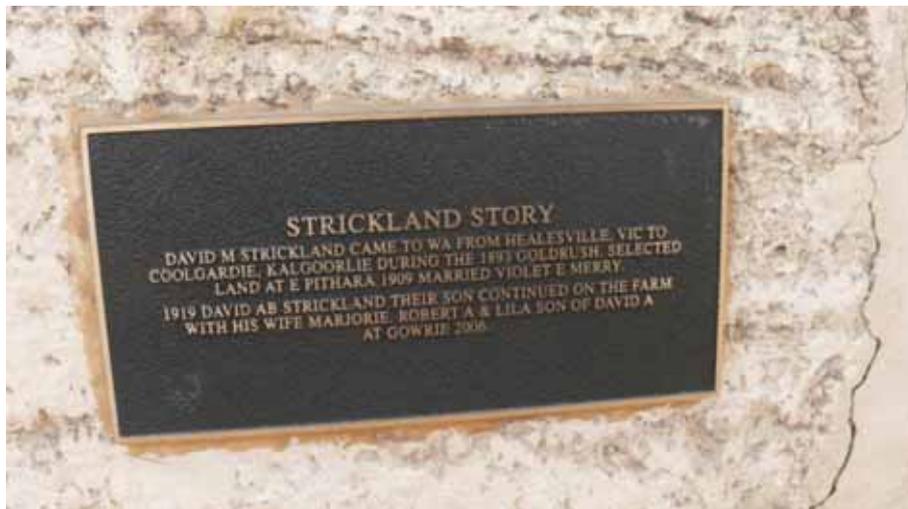
The plaques will be long lasting and being brass will not stain the wall face over time as other metals and alloys may do.

The plaques are affixed to the wall permanently using rear mounted pegs bonded into pre drilled holes.

### Plaque Example - Individual



### Plaque Example - Family



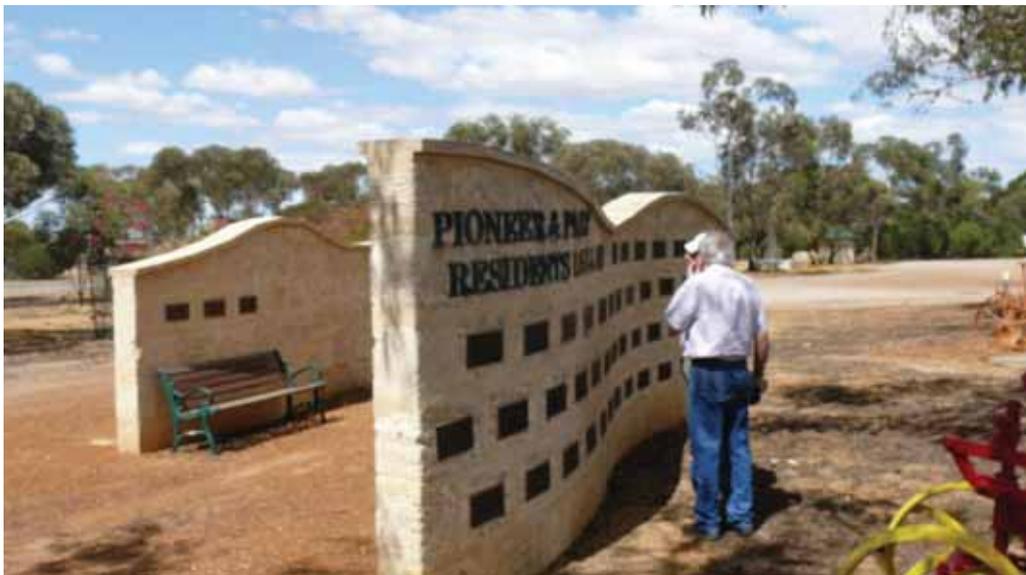
### Ongoing Management

Once the project is completed the Brunswick Lions Club will appoint a management committee that will deal with all things to do with the wall ( page 14,15). This will include the ongoing promotion of the wall, plaque procurement and fixation of the plaques.

It is the wish of the club that the Shire of Harvey would in future make provision for the installation of onsite night lighting for the wall. This is obviously to identify this project and deter any vandalism.



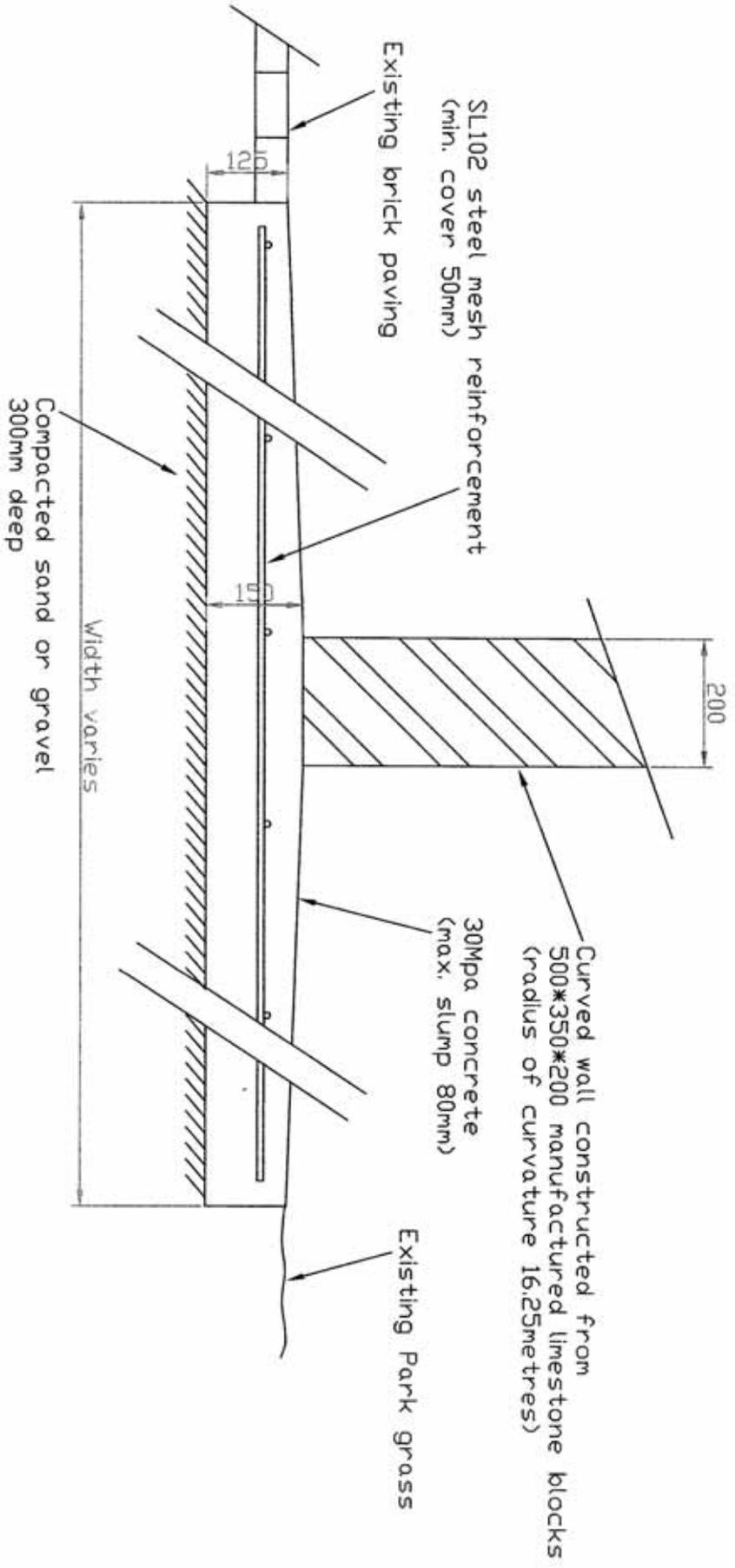
Wickepin



Dawalinu



# Brunswick Pioneer Wall Footing detail





Matthews Bronze Pty. Ltd.

A.C.N. 007 171 486

Trading as:

Arrow Bronze

## ARROW BRONZE

Quote

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**To:** Brunswick Lions Club **Job No:**

**Attn:** Ken Hart

**Pages:** 1 **Fax:** Email

**Date:** 29<sup>th</sup> April 2015

**From:** Emma

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Dear Ken,

In response to your request, we have pleasure in offering to you the following quote for a Cast Bronze Plaque:

Reference: Pioneer Wall

Size: a) 305mm x 121mm – includes 7 lines text  
b) 305mm x 152mm – includes 8 lines text

Special Instructions:

Please advise fixings:

**Councils - we cannot process order without a purchase order.**

Cost excluding delivery: a) \$315.00 Plus 10% GST  
b) \$315.00 Plus 10% GST

Approx. delivery cost: \$20.00 plus GST per plaque

**IF PROOF IS ALTERED IN ANYWAY QUOTE MAY NOT BE APPLICABLE**

We shall await further written instructions.

Yours sincerely,

Emma

For acceptance of quotes please sign fax to (03) 9769 2342 or e-mail to [sales@arrowbronze.com.au](mailto:sales@arrowbronze.com.au)

## **BRUNSWICK JN and DISTRICT**

### **PIONEER and COMMUNITY WALL**

#### **PLAQUE CRITERIA and INSCRIPTION GUIDELINES**

A clearly set out criteria for the plaques and inscription guideline ensures the long term integrity of this community project .This formality serves In the interest of historical accuracy and deserved recognition of those families, individuals and community groups who have made a significant contribution to Brunswick Jn and surrounding districts.

It is hoped that families, individuals and community groups with a strong acknowledged connection to the Brunswick Jn town site and surrounding district will seek to have this contribution recognised by way of a commemorative plaque.

PLAQUE CRITERIA: The BDPCW Committee must be satisfied of the following;

- Pioneers – Recognise the hard work and vision shown by early settlers of the Brunswick town site, farming lands and District. Early farming individuals and families, soldier settlers, business people and workers contributed much to the development of the area and its future prosperity .A continuing legacy and historical link to the area
- Community Member – The individual must have made a positive community impact through many years of significant community service either as a public servant or volunteer.
- Past Resident- As per above criteria.
- Community Group/Organization – Has the nominating group or individual nominated by this group proven over many years to be an integral part of the area and community. This group or organization is part of the fabric of our town and District and contributes to the sense of community and promotes the welfare of residents.

PLAQUE INSCRIPTION: The BDPCW Committee must be satisfied of the following;

- No offensive language included or inference made.
- All historical reference must be accurate – supporting documentation must be provided if requested.
- A true representation of the person, family or group being recognised
- No dates of birth or death.



## BRUNSWICK JN and DISTRICT

### PIONEER and COMMUNITY WALL

#### APPLICATION AND ORDERING PROCEDURE

This guide is to ensure uniform application and ordering procedures are followed when dealing with members of the public. When adhered to this guide and checklist will ensure a hassle free experience for the applicant and Lions Club.

#### APPLICATION:

- When a query for application is made to the club, all applicants must be directed to the club Facebook page to access the endorsed application form. Alternately they can be provided with a hard copy of this form. Applications not submitted using the provided form cannot be accepted.
- All applicants to also be provided with the 'Plaque Criteria and Inscription Guideline'
- Once a completed application is received it is to be given a club reference number and a 'Wall Checklist' is to be commenced. Complete the contact details as per the application form. Place the checklist, application form and any other relevant documentation into a single folder within the WALL FILE with the name on the front.
- The checklist should be followed one step at a time.

#### REQUEST SUPPLY OF QUOTE AND PROOF:

- Once the review committee has approved the plaque inscription a request for a quote and proof can be sent off to the supplier.
- Plaques will be cast bronze of 300mm x 150mm in dimension. Sourced by the Brunswick Lions on behalf of the applicant
- Email: ..... – Could you please provide a proof and quote including delivery and GST for our Pioneer and Community Wall 300mm x 150 mm as per the attached information. This usually takes two working days.

#### INVOICE AND EMAIL TO CUSTOMER:

- A copy of the proof needs to be provided to the applicant for approval, included with this is a Lions Club invoice for the quote provided by the manufacturer including freight and GST plus admin costs so determined by the club.
- The invoice will need to be issued by the club
  - Invoice raised in the name of the applicant
  - Description is 'Purchase of Pioneer and Community Wall Plaque for .....( name on plaque)
  - GST and freight need to be identified
  - Include the Checklist/Application form reference number

#### ORDERING THE PLAQUE:

- After approval by the applicant of the proof payment in full is required before a manufacture order is placed. All plaques will be affixed to the wall by the Brunswick Lions Club.

- If any changes to the proof are required then a new request for proof and quote is to be requested.
- A purchase order will need to be issued by the manufacturer for payment by the Lions Club.
- Email the purchase order and proof to the manufacturer for action.

**DELIVERY, NOTIFICATION AND INSTALLATION:**

- The plaque will be posted to our club PO Box. Once this has arrived confirm it agrees with the proof on record.
- Contact the club member responsible for affixing the plaques to the wall to arrange installation.
- Take a photo of the plaque for uploading to our web site
- Contact the family to inform them of installation.





**BRUNSWICK JN and DISTRICT**

**PIONEER and COMMUNITY WALL**

**CHECKLIST**

REFERENCE NUMBER: \_\_\_\_\_

PLAQUE IN THE NAME OF: \_\_\_\_\_

**APPLICANT CONTACT DETAILS**

SURNAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_ DATE APPLICATION RECEIVED AND ACKNOWLEDGEMENT CONTACT MADE.

\_\_\_/\_\_\_/\_\_\_ REQUEST SENT TO MANUFACTURER FOR PROOF AND QUOTE

\_\_\_/\_\_\_/\_\_\_ LETTER, PROOF AND QUOTE SENT TO APPLICANT FOR FINAL APPROVAL

\_\_\_/\_\_\_/\_\_\_ APPROVAL BY APPLICANT AND PAYMENT IN FULL MADE

\_\_\_/\_\_\_/\_\_\_ ORDER SENT TO MANUFACTURER AND PAYMENT MADE BY LIONS CLUB

\_\_\_/\_\_\_/\_\_\_ PLAQUE ARRIVED AND INSTALLED

\_\_\_/\_\_\_/\_\_\_ PHOTO TAKEN AND UPLOADED TO OUR LUB WEBSITE

\_\_\_/\_\_\_/\_\_\_ APPLICANT NOTIFIED

\_\_\_/\_\_\_/\_\_\_ FILE CLOSED

NOTES OR COMMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DO YOU, YOUR FAMILY OR COMMUNITY GROUP WANT TO  
RECOGNISE**

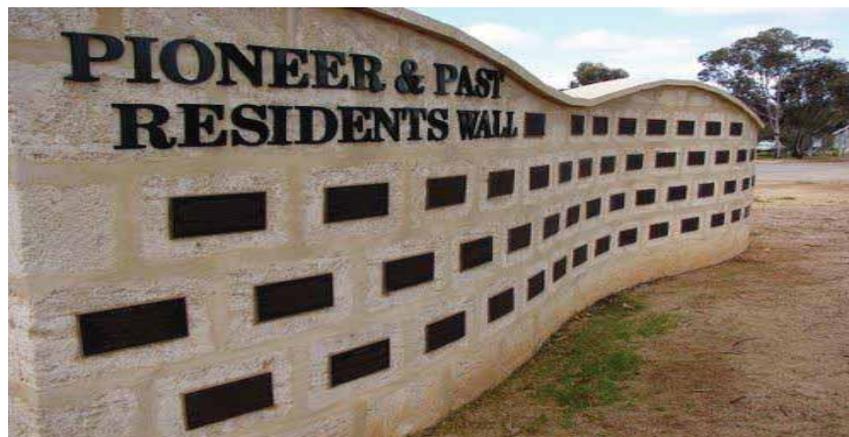
**SIGNIFICANT CONTRIBUTION TO THE BRUNSWICK AREA?**

PLAQUE ORDERS ARE NOW BEING TAKEN

FOR THE

**BRUNSWICK and DISTRICTS**

**PIONEER and COMMUNITY WALL**



**A BRUNSWICK LIONS CLUB PROJECT.**

FOR MORE INFORMATION AND TO OBTAIN AN ORDER FORM PLEASE VISIT OUR FACEBOOK PAGE

EMAIL THE SECRETARY – [brunswicklionsclub@gmail.com](mailto:brunswicklionsclub@gmail.com)

Or phone

Ken Hart - 0437362126



**BRUNSWICK and District  
PIONEER and COMMUNITY WALL**

Brunswick Lions Club reference Number: \_\_\_\_\_

Plaque Inscription: (attach additional pages if required)

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We request the Brunswick Lions Club move to obtain a plaque quote on our behalf for installation on the Pioneer and Community Wall, located in Brunswick Jn. The above finalised inscription is to be included on the plaque.

Individual/Family/Community Group contact details are:

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_( ) \_\_\_\_\_ Fax Number:\_( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

I/We understand that on acceptance of the quoted price, payment in full is required prior to manufacture.

Signed: \_\_\_\_\_



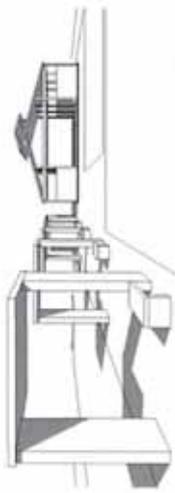




**SOLD BYET  
SATURNI**



**MATERIALS USED:  
TIMBER  
STEEL  
METAL**



**INFORMATION KIOSK WITH  
TIMBER SIGNAGE SEAT**



**BENCH SEATABLE  
VISIBLE FROM ROAD  
PEOPLE AND HORSE CARTS LEADING  
BY LOCAL ARTIST**

**COLOURED PATTERED CONCRETE  
PARKWAY DEDICATED TO THE AREA LOCAL  
PEOPLE AND HORSE CARTS LEADING  
BY LOCAL ARTIST**

**OPEN AIR ART DISPLAY  
FOR MARKET STALLS  
DURING WEEKENDS  
LOCAL PRODUCE  
ON SPECIAL DAYS**

**PUBLIC TOILET BUILT  
RUSTIC WATERLINE  
WITH SCREEN**

**OPEN AIR ART DISPLAY ALSO REMAINS OF EXISTING SPACE  
BY THE DRIVE ENTRANCE  
FARM EQUIPMENT DONATED BY LOCAL COMMUNITY**



**\*MUSING SHED\* ENCLOSURE  
TIMBER AND STEEL STRUCTURE  
MUTUAL ROOF  
TIMBER WALL GLAZING - OPEN WAIVE  
INDUSTRIAL/RURAL LOOK**

**LOCAL BODIES  
TECHNOLOGY WITH  
SAFETY FENCE**

**OPEN AIR ART DISPLAY AND  
PERMANENT EXHIBITION  
SPACE  
FARM EQUIPMENT  
DONATED BY LOCAL  
COMMUNITY**

**POSTAL TABLES CREATED  
FROM AN OLD FARM  
33M TANK 'BICYCLE' AND  
PREFIT ONE  
CONCEPT PLAN  
SCALE 1:200 (A1)**

**TIMBER AND METAL ROOF  
\*MUSING SHED\* STYLE FARMHOUSE  
SHED ENCLOSED  
WITH CORRAL STYLE FENCE DEDICATED TO:  
SMART FARMING AND ANIMALS**



**ALEXANDER PLANNING CONSULTANTS**  
**PROPOSED CONCEPT**  
**PROPOSED MOOSEUM**

**SOUTH WESTERN HIGHWAY, BRUNSWICK**  
**PROPOSED BRUNSWICK JUNCTION "MOOSEUM"**

**ALEXANDER PLANNING CONSULTANTS**  
475/500A5 STREET MELBOURNE VIC 3008  
**SK02**

**ALEXANDER PLANNING CONSULTANTS**

**CONCEPT DESIGN**

**FEBRUARY 2012**

## 17.17 MEMORIALS POLICY

### **Purpose**

The purpose of this policy is to establish a framework to assess applications for memorials for Prominent Community Members within the Shire of Harvey on a consistent basis. These memorials could be in the form of a plaque or the donation of a tree, park bench seat or a combination of the aforementioned.

### **Objectives**

The objectives of this policy are:

1. To provide Council with a uniform and transparent process for dealing with requests for the use of public open space, to accommodate memorials in the form of plaques, trees, park bench seats or a combination of these;
2. To establish criteria which clearly defines “Prominent Community Members” or event;
3. To provide clear guidance on the standards and design of a memorial plaque, park bench seats as well as the types/species of trees allowed;
4. To provide suitable locations within the Shire of Harvey allowing the planting of approved trees dedicated to the memory of Prominent Community Members; and
5. To provide a clear understanding of the purchase, installation and management responsibilities of each party relating to these items.

### **Definitions:**

#### **Prominent Community Member**

Will generally be a deceased person that resided or was based in the Shire of Harvey for more than ten (10) years, who has over a period of at least five (5) years contributed to three (3) or more community sectors (cultural, political, economic, sport, education, arts, youth, aged care, science etc.) in one or more of the townsites or communities in the Shire of Harvey or was strongly linked to the Shire of Harvey and its history.

Requests for recognition of others will be referred to Council for Consideration.

#### **Event**

A significant anniversary of an event in the history and development of the locality.

### **The Policy:**

The Shire of Harvey may at its discretion agree to the placement of appropriate memorials for prominent community members or in recognition of significant events based on the guidance in this Policy.

**Process in dealing with requests** – applications are to be submitted in writing to the Chief Executive Officer at the Shire of Harvey and are to include the following details:

1. Name of the person or event to be commemorated;

2. Relevant details providing justification and evidence verifying the request for a memorial;
3. Type of memorial sought;
4. Proposed inscription on the plaque for approval;
5. Preferred location of the park bench seat/tree;
6. Other relevant information; and
7. Name and contact details of the applicant.

#### **Processing of Applications:**

1. Applicants will be advised in writing regarding the outcome of their application following consideration by Council;
2. Council Approval must be granted prior to commencement of any works relating to the memorial sought;
3. The Shire of Harvey is required to consider and in consultation with the proponent will determine the exact location of any memorial infrastructure; and
4. No new memorials will be considered in the case where the person, group or event has previously been memorialised unless there are exceptional circumstances.

#### **Type/Form of Memorial**

Standard and Design – of a plaque and park bench seat as well as species of trees dedicated to the memory of Prominent Community Members shall be as follows:

- Plaque – flat tablet of metal that includes text that commemorates a person or a group, which is affixed to an object such as public seating;
- Maximum size 100mm x 200mm;
- 3mm marine bronze or 1.6mm 316 marine grade stainless steel;
- Only one plaque is permitted per seat;
- Typeface should be clearly legible and text to be approved by the Shire of Harvey;
- Maximum text of 100 words and no imagery to be used;
- Installation to be on the backrest of a seat or bench.
  
- Park bench seat – used in public open space to visually enhance the setting and creating a comfortable environment for all users. It should be functional in design, aesthetically appealing and require little maintenance and resistant to vandalism;
- Bolted down on 75mm concrete slab;
- Hot-dip galvanised, powder coated seat frames with aluminium slats;
- Maximum length 1,800mm with approximate width and height to be 550mm and 450mm respectively;
- Other park bench seat configurations will be considered by Council upon request.
  
- Tree species – endemic species to be approved by the Shire of Harvey;
- Trees to fit into the planting scheme of the chosen location, a choice of trees will be provided to the applicant.

Suitable Area - the objectives in relation to the allocation of dedicated areas for placement of plaques and memorials are to minimise the incidence of these in open space, whilst minimising the risk and environmental impact of plaques and memorials.

#### **Location of Memorial**

Plaques will be placed on seating or at the base of a tree within public open space of the Shire of Harvey as determined by Staff. Planting of trees will be allowed within a

designated area in the townsites of the Shire of Harvey as described below and shown on the attached map (**Attachment A**). (Exact location to be confirmed on-site).

- Australind
  - Ridley Place – once plan has been finalised and area set aside for trees;
  - All along the Leschenault Estuary from Cathedral Ave to Lucy Victoria Ave;
  - Public Open Space south of and along Lucy Victoria Ave.
- Benger
  - Benger Hall.
- Binningup
  - Around the oval.
- Brunswick
  - Showgrounds;
  - Channel Park in McAndrew Street;
  - Brunswick Mooseum along Ommaney Road.
- Cookernup
  - Cookernup Hall along western fence line.
- Harvey
  - Harvey Recreational Ground– north of the cricket oval along entrance road;
  - Stirling Cottage.
- Myalup
  - Along Myalup Beach Road – link between beach car park and Ottrey Park.
- Roelands
  - Public Open Space along Government Road – western side.
- Yarloop
  - Old swim pool at the corner of Homebush and Clifton Roads;
  - POS west of McDowell Street;
  - POS north-east of the intersection of School Road and Railway Parade.

### **General Conditions**

**Installation and Management** – of an approved plaque or memorial shall be designated in consideration of the general character of the area and installed so as not to distract from the natural environment or create a public risk. The exact location will be determined by the Shire of Harvey and pointed out on-site by an authorised Officer of the Shire.

While an approved plaque or memorial will be located at the designated site Council maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character. Council does not guarantee the retention of any plaque or memorial.

- The applicant will meet all costs associated with the design, manufacture and installation of the plaque or memorial;
- All work associated with the acquisition and installation of the memorial will be carried out by the Shire;
- A written quotation for the purchase and installation of the approved memorial will be provided by the Shire;
- Payment in full will be required prior to the commencement of any purchases and work;

- Once installed all memorials will become the property of the Shire of Harvey; and
- Any other memorabilia such as flowers, crosses, pictures or any lighting are prohibited from being placed on or near memorials and will be removed as appropriate.

***Adopted:***

***25th August 2015.***