

# City Works & Assets Committee

at the conclusion of the City Planning &  
Environment Committee which commences  
at 6:30 pm Wednesday 13 September 2023

Venue: Committee Room, Botany Town Hall, Corner of Edward Street and Botany Road, Botany

Contact Us

1300 581 299 or 9562 1666

[council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)

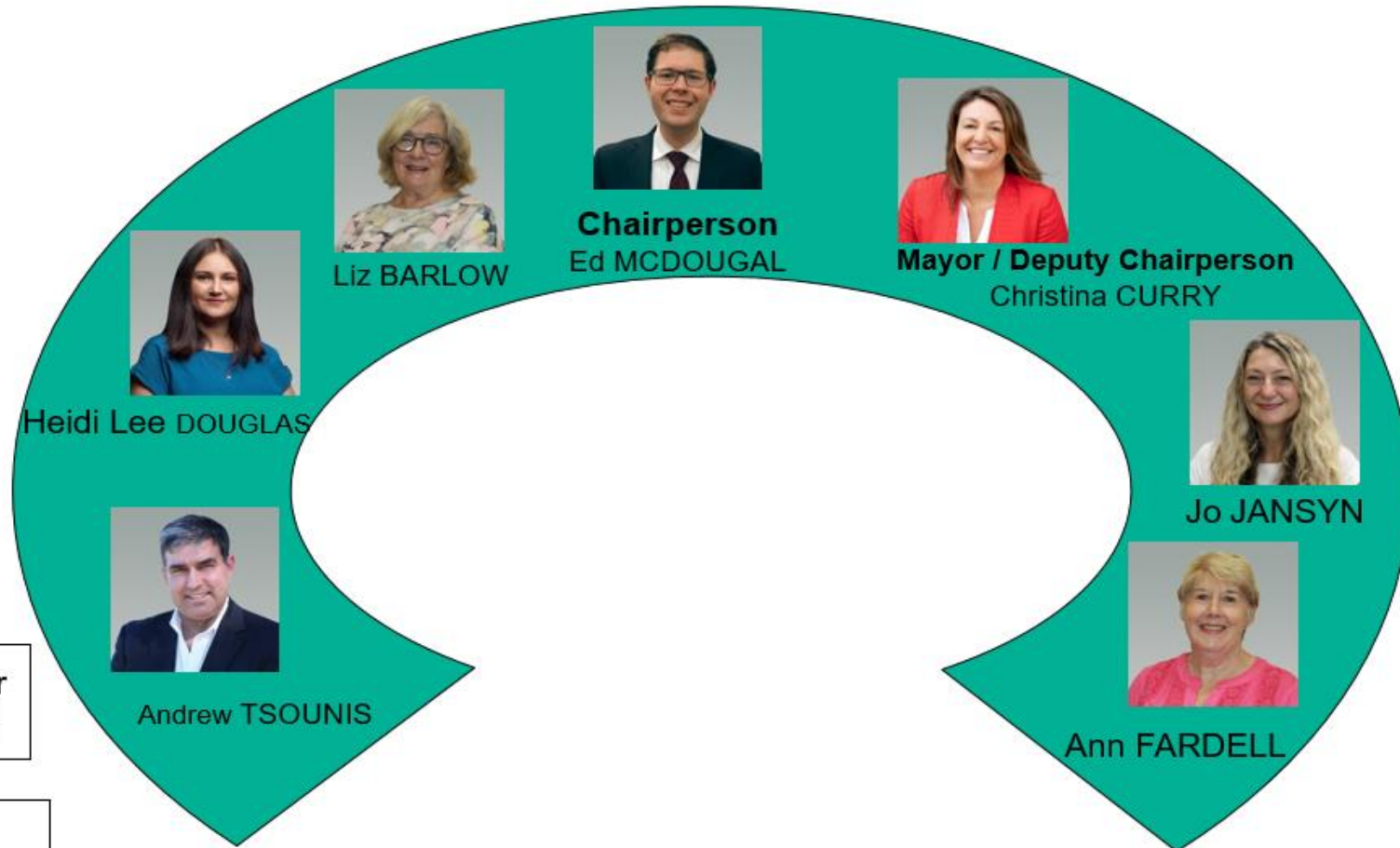
PO Box 21, Rockdale NSW 2216

ABN: 80 690 785 443

Bayside council acknowledges the Traditional custodians – the Gadigal/Bidjigal people of the Eora Nation.

The people of the Eora Nation, their spirit and ancestors will always remain with our water ways and the land – our Mother Earth.

**City Works & Assets Committee Meeting  
Councillor Seating**



**General Manager**  
Meredith Wallace

**Director**  
Colin Clissold

# Statement of Ethical Obligations

## Obligations

### Oath [Affirmation] of Office by Councillors

#### Oath

I swear that I will undertake the duties of the office of councillor in the best interests of the people of Bayside Local Government Area and the Bayside Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

#### Affirmation

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Bayside Local Government Area and the Bayside Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

## Code of Conduct conflict of interests

### Pecuniary interests

A Councillor who has a **pecuniary interest** in any matter with which the council is concerned, and who is present at a meeting of the council at which the matter is being considered, must disclose the nature of the interest to the meeting.

The Councillor must not be present at, or in sight of, the meeting:

- a) at any time during which the matter is being considered or discussed, or
- b) at any time during which the council is voting on any question in relation to the matter.

### Non-pecuniary conflicts of interests

A Councillor who has a **non-pecuniary conflict of interest** in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.

### Significant non-pecuniary interests

A Councillor who has a **significant** non-pecuniary conflict of interest in relation to a matter under consideration at a council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.

### Non-significant non-pecuniary interests

A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is **not significant** and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.

## **MEETING NOTICE**

A meeting of the  
**City Works & Assets Committee**  
will be held in the Committee Room, Botany Town Hall  
Corner of Edward Street and Botany Road, Botany  
on **Wednesday 13 September 2023** at **the conclusion of the City Planning &  
Environment Committee which commences at 6:30 pm**

## **AGENDA**

- 1      ACKNOWLEDGEMENT OF COUNTRY**
- 2      APOLOGIES**
- 3      DISCLOSURES OF INTEREST**
- 4      MINUTES OF PREVIOUS MEETINGS ..... 6**
  - 4.1      Minutes of the City Works & Assets Committee Meeting - 9 August 2023 ..... 6
- 5      ITEMS BY EXCEPTION**
- 6      PUBLIC FORUM**
- 7      REPORTS .....11**
  - CWA23.022    Update - Tonbridge Reserve 3 point Basketball Facility .....11
  - CWA23.023    Draft Memorial Policy - Engagement Outcomes Report .....22

The meeting will be video recorded and live streamed to the community via Council's YouTube page, in accordance with Council's Code of Meeting Practice.

Meredith Wallace  
**General Manager**



**1 ACKNOWLEDGEMENT OF COUNTRY**

Bayside Council acknowledges the traditional custodians: the Gadigal and Bidjigal people of the Eora nation, and pays respects to Elders past, present and emerging. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

**2 APOLOGIES**

**3 DISCLOSURES OF INTEREST**

In accordance with Council's Code of Meeting Practice, Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the Local Government Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

## **4 MINUTES OF PREVIOUS MEETINGS**

### **City Works & Assets Committee**

**13/09/2023**

Item No	4.1
Subject	<b>Minutes of the City Works &amp; Assets Committee Meeting - 9 August 2023</b>
Report by	Richard Sheridan, Director City Performance
File	SF22/6431

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### **Officer Recommendation**

That the Minutes of the City Works & Assets Committee meeting held on 9 August 2023 be noted

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### **Present**

Councillor Christina Curry, Mayor (Chairperson)  
Councillor Liz Barlow  
Councillor Heidi Lee Douglas  
Councillor Ann Fardell  
Councillor Jo Jansyn  
Councillor Andrew Tsounis

### **Also present**

Councillor Jennifer Muscat  
Councillor Michael Nagi  
Councillor Paul Sedrak (via audio-visual link)  
Meredith Wallace, General Manager  
Colin Clissold, Director City Presentation  
Peter Barber, Director City Futures  
Richard Sheridan, Director City Performance (via audio-visual link)  
Louise Farrell, Manager City Projects  
David Smith, Manager City Strategic Planning  
Bryce Spelta, Manager City Infrastructure (via audio-visual link)  
Amanda Rutherford, Acting Manager Governance & Risk  
Gina Nobrega, Governance Officer  
Sameer Thapaliya, IT Service Management Officer

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The Chairperson opened the meeting in the Committee Room, Botany Town Hall, at 7:57pm.

## **1 Acknowledgement of Country**

The Chairperson affirmed that Bayside Council acknowledges the traditional custodians the Gadigal and Bidjigal people of the Eora nation, and pays respects to

Elders past, present and emerging. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

## **2 Apologies and Attendance via Audio Visual link**

### **Apologies**

**Committee Recommendation** (Councillors Jansyn and Fardell)

That the following apology be received:

- Councillor Ed McDougall

### **Attendance Via Audio Visual Link**

There were no Committee members in attendance via audio-visual link.

## **3 Disclosures of Interest**

There were no disclosures of interest.

## **4 Minutes of Previous Meetings**

### **4.1 Minutes of the City Works & Assets Committee Meeting - 14 June 2023**

**Committee Recommendation** (Councillors Barlow and Douglas)

That the Minutes of the City Works & Assets Committee meeting held on 14 June 2023 be noted.

### **4.2 Business Arising**

The Committee notes that the Minutes of the City Works & Assets Committee of Wednesday 14 June 2023 were received and the recommendations therein were adopted by the Council at its meeting of 28 June 2023 with the exception of the following items outlined below:

#### **CWA23.017 Memorial Policy - Amended policy including Memorial seats and plaques**

##### **RESOLUTION**

Minute No. 2023/001

Resolved on the motion of Councillors Hanna and Tsounis

That Council endorses the amended and expanded Policy for public consultation 'subject to the following amendments prior to its release':

- 2.2 - Memorials - Bench and Garden Seats  
Rules and Guidelines for plaques
    - Point 1. The choice of wording is to be simple. Delete – ‘and in the spirit of celebration (not in memorium)’
    - Point 2. Delete ‘The year is to be the year of the donation’
- Format for plaques  
Add ‘Suggested’ Plaque Format

### **CWA23.018 Voice to Parliament - Schedule of Activities**

#### **MOTION**

Motion moved by Councillors Barlow and Tsounis

That Council notes and endorses the scheduled activities to support the Voice to Parliament campaign subject to funding being reduced by \$10,000.

Division called by Councillors Barlow and Tsounis

For: Councillors Curry, Nagi, Tsounis, Barlow and Hanna

Against: Councillors Morrissey, Muscat, Fardell, Jansyn, Saravinovski, Werner, Awada, Douglas, McDougall and Sedrak

The Motion was declared lost.

#### **FORESHADOWED MOTION**

Foreshadowed Motion moved by Councillors Morrissey and Jansyn

That Council notes and endorses the scheduled activities to support the Voice to Parliament campaign.

The Foreshadowed Motion became the Motion and was carried.

#### **RESOLUTION**

Minute No. 2023/003

Resolved on the motion of Councillors Morrissey and Jansyn

That Council notes and endorses the scheduled activities to support the Voice to Parliament campaign.

## **5 Items by Exception**

There were no Items by Exception.

## **6 Public Forum**

There were no speakers for Public Forum.

## 7 Reports

### **CWA23.020 Update on City Projects and Upcoming Projects**

**Committee Recommendation** (Councillors Tsounis and Fardell)

That the report be received and noted.

### **CWA23.021 Parking Management - Brighton Le Sands and Foreshore Carparks**

**Committee Recommendation** (Councillors Tsounis and Fardell)

- 1 That the 3 hour timed parking in all Cook Park carpark remains on a permanent basis.
- 2 That no further investigation and modelling in relation to paid parking within Bayside LGA be undertaken at this time, and the existing or any new parking restrictions continue to be proactively enforced using Licence Plate Recognition technology.
- 3 That paid parking be investigated as part of the business model for the redevelopment of the Boulevard Carpark.

The next meeting will be held in the Rockdale Town Hall, Council Chambers, on Wednesday, 13 September 2023.

The Chairperson closed the meeting at 8:57 pm.

## **Attachments**

Nil

**5 ITEMS BY EXCEPTION**

These are items that have been identified to be confirmed in bulk in accordance with the Officer Recommendation and without debate. These items will not include items identified in the Public Forum, items in which councillors have declared a Significant Conflict of Interest and a Pecuniary Interest, items requiring a Division and any other item that a Councillor has identified as one they intend to speak on or vote against the recommendation

**6 PUBLIC FORUM**

Members of the public, who have applied to speak at the meeting, will be invited to address the meeting.

Any item the subject of the Public Forum will be brought forward and considered after the conclusion of the speakers for that item.

## 7 REPORTS

### City Works & Assets Committee

13/09/2023

Item No	CWA23.022
Subject	<b>Update - Tonbridge Reserve 3 point Basketball Facility</b>
Report by	Meredith Wallace, General Manager
File	SF23/5591

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### Summary

Council at its meeting of 24 May 2023 endorsed the installation of a 3 point basketball court at Tonbridge Reserve, Ramsgate Beach. Subsequently, at its August Meeting, Councillors asked to see the concept design for the 3 point court prior to it going on public exhibition.

This report provides an update and copy of the concept design.

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### Officer Recommendation

That the contents of this report be noted.

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### Background

The City Services Committee of 3 May 2023 considered locations of existing and proposed Basketball Courts within the Bayside area, as well as those located in nearby suburbs of neighbouring Council areas. The Bayside Basketball Courts Map identifies these locations and is available on Bayside's website.

At its meeting of 24 May 2023, Council resolved "that the installation of a 3 point basketball court at Tonbridge Reserve, Ramsgate Beach ..... funded from the 2023/24 City Projects Program is endorsed". Subsequently at last month's meeting Councillors asked to see the concept plans for the court at Tonbridge Reserve prior to it going on public exhibition.

The City Projects team is progressing the design of the 3-point basketball court at Tonbridge Reserve, Ramsgate Beach and additionally a similar facility in Shaw Street Reserve, Bexley North.

Concept plans have been prepared for both parks and are attached to this report. Community consultation through 'Have Your Say' is anticipated to occur in November 2023.

### Financial Implications

Not applicable	<input type="checkbox"/>	
Included in existing approved budget	<input checked="" type="checkbox"/>	<<Enter comment if required or delete>>
Additional funds required	<input type="checkbox"/>	<<Enter comment if required or delete>>

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## Community Strategic Plan

- |             |  |                                     |
|-------------|--|-------------------------------------|
| Theme One   | – In 2032 Bayside will be a vibrant place                  | <input checked="" type="checkbox"/> |
| Theme Two   | – In 2032 Our people will be connected in a creative City  | <input type="checkbox"/>            |
| Theme Three | – In 2032 Bayside will be green, resilient and sustainable | <input type="checkbox"/>            |
| Theme Four  | – In 2032 Bayside will be a prosperous community           | <input type="checkbox"/>            |
- 

## Risk Management – Risk Level Rating

- |                |                                     |
|----------------|-------------------------------------|
| No risk        | <input type="checkbox"/>            |
| Low risk       | <input checked="" type="checkbox"/> |
| Medium risk    | <input type="checkbox"/>            |
| High risk      | <input type="checkbox"/>            |
| Very High risk | <input type="checkbox"/>            |
| Extreme risk   | <input type="checkbox"/>            |
- 

## Community Engagement

Consultation via Bayside's 'Have Your Say' portal is anticipated to occur in November 2023.

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## Attachments

- 1 Basketball - Tonbridge Reserve [↓](#)
- 2 Shaw Street Reserve Basketball [↓](#)





**TONBRIDGE RESERVE  
3 POINT BASKETBALL PRACTICE AREA - SCOPING**



VIEW LOOKING SOUTH TOWARDS RAMSGATE ROAD

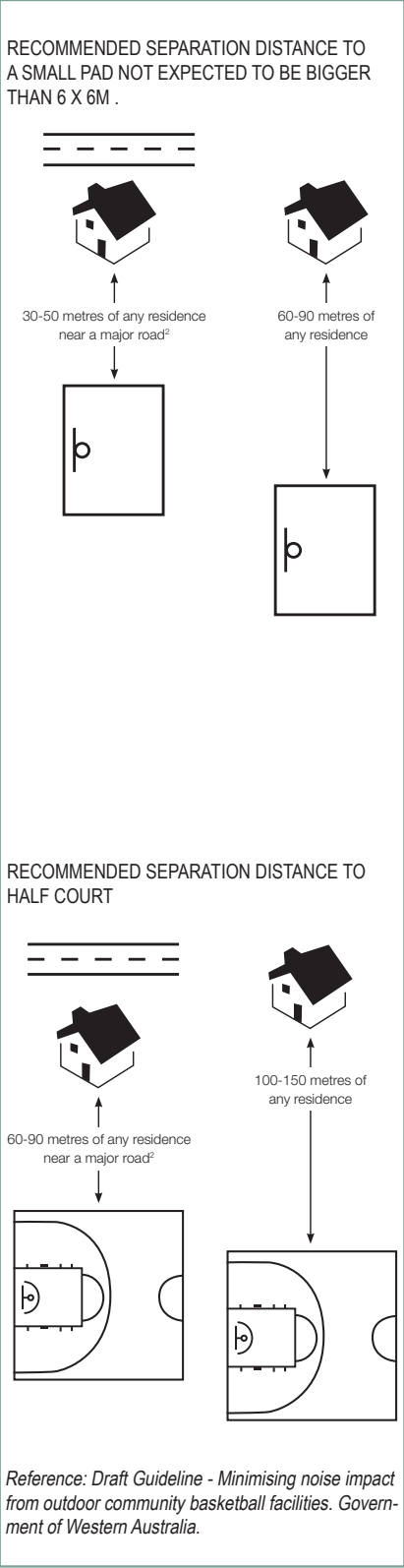


Approximate location of proposed  
basketball practice area

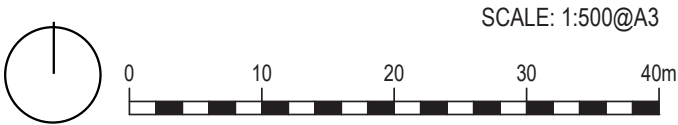
3 POINT BASKETBALL PRACTICE AREA

TONBRIDGE RESERVE / ROTARY PARK, RAMSGATE - SITE PHOTOS

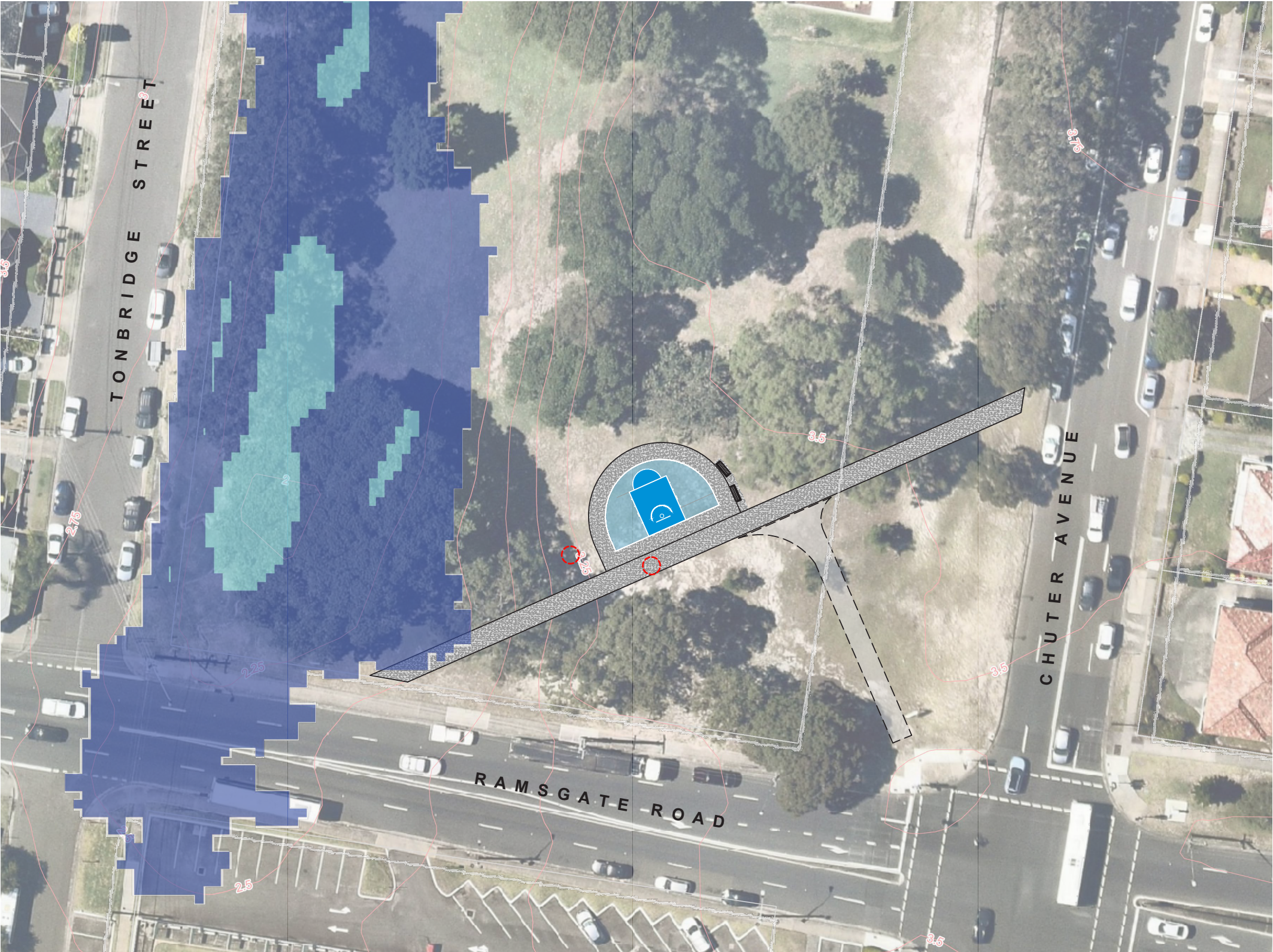






3 POINT BASKETBALL PRACTICE AREA  
TONBRIDGE RESERVE, RAMSGATE - SCOPING PLAN

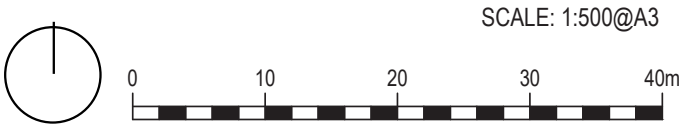






LEGEND       H1 - Generally safe for vehicles, people and buildings       H2 - Unsafe for small vehicles

3 POINT BASKETBALL PRACTICE AREA  
TONBRIDGE RESERVE, RAMSGATE - 1% AEP FLOOD HAZARD



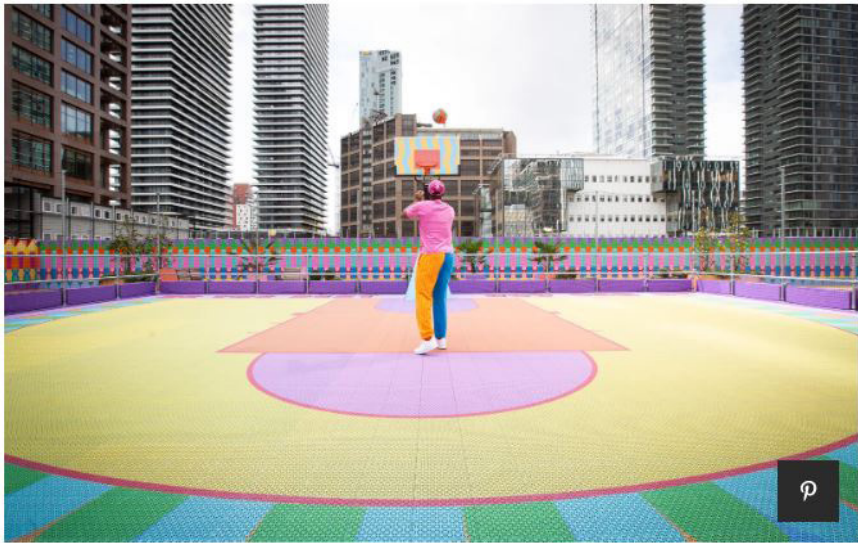


**OPTION A**  
- SIMPLE ACRYLIC PAINTED COURT  
SURFACE

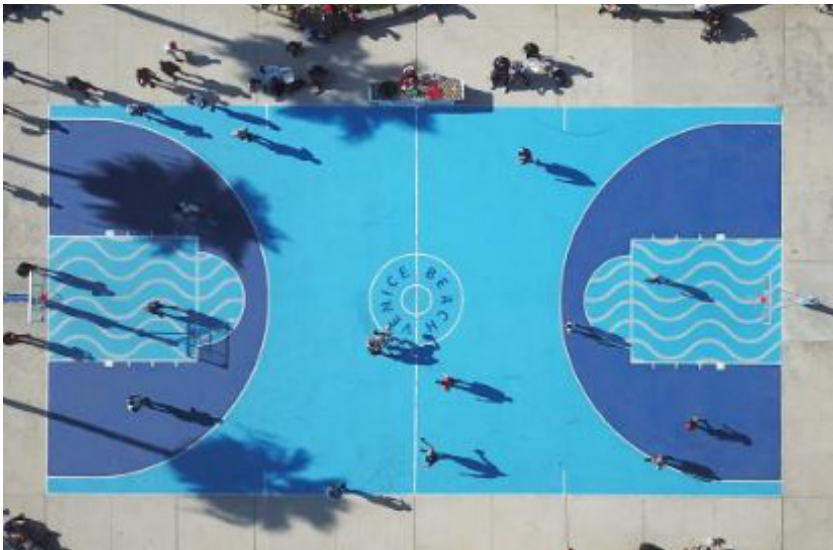


Mason Green, Piara Waters

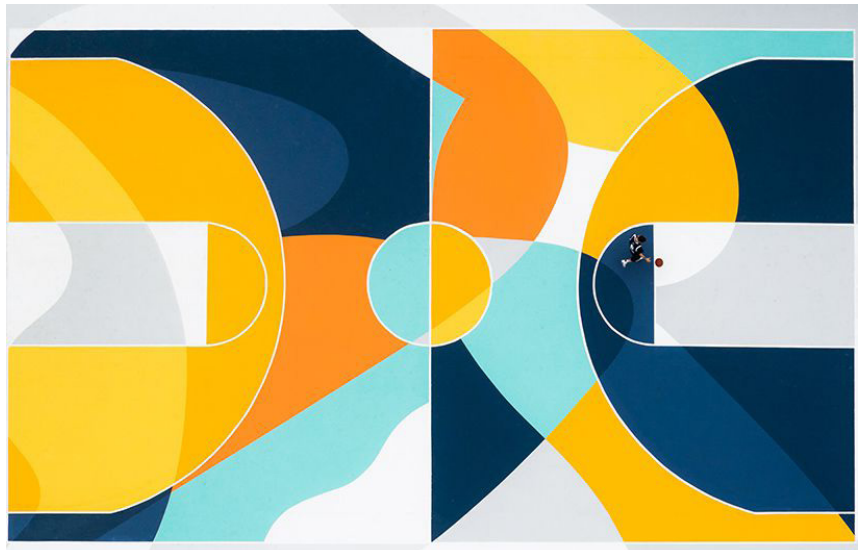
**OPTION B**  
- DETAILED / PATTERNED ACRYLIC PAINTED COURT  
SURFACE



Canary Wharf, London



Venice Beach, LA, USA



Alessandria, Italy

3 POINT BASKETBALL PRACTICE AREA  
**TONBRIDGE RESERVE, RAMSGATE - PRECEDENTS**



**SHAW STREET RESERVE  
3 POINT BASKETBALL PRACTICE AREA - SCOPING**





BASKETBALL COURT

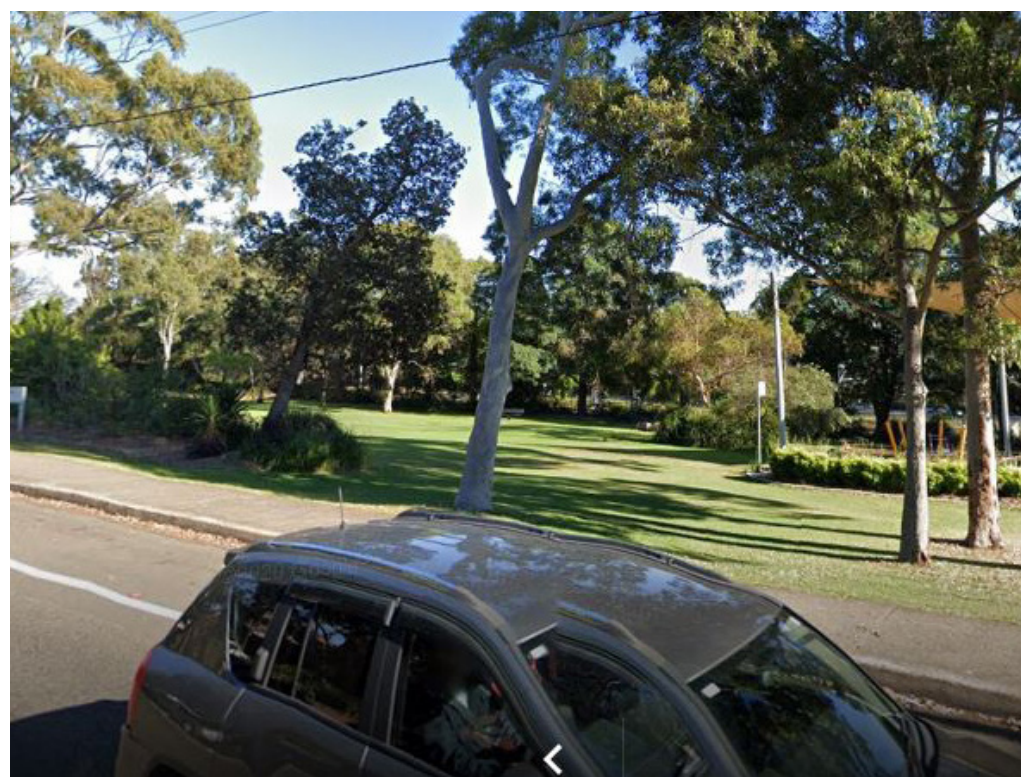
# SHAW STREET RESERVE, BEXLEY - SCOPING PLAN

Item CWA23.022 – Attachment 2

SCALE: 1:500@A3







BASKETBALL COURT

## SHAW STREET RESERVE, BEXLEY - SITE PHOTOS





Mason Green, Piara Waters

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## BASKETBALL COURT

## SHAW STREET RESERVE, BEXLEY - PRECEDENTS

## City Works & Assets Committee

13/09/2023

Item No	CWA23.023
Subject	<b>Draft Memorial Policy - Engagement Outcomes Report</b>
Report by	Meredith Wallace, General Manager
File	SF23/1994

## Summary

The draft Memorial Policy was updated to incorporate amendments requested by Council at its meeting of 28 June 2023.

The document was placed on public exhibition from 7 July to 10 August 2023 during which further consultation was undertaken and community feedback sought.

## Officer Recommendation

- 1 That the Engagement Report outlining community feedback during the consultation and public exhibition period(s) is noted.
- 2 That Council adopts the Memorial Policy.

## Background

The purpose of the Memorial Policy is to provide individuals and groups with the opportunity to request private memorials in public open spaces and on public infrastructure. The policy seeks to formalise Council's position on both Individual and Community Memorials and aims to ensure a consistent and clear approach to memorials that reflect the heritage and community of the Bayside LGA.

At the City Works and Assets Committee meeting of 14 June 2023 it was recommended that Council endorse the amended and expanded Memorial Policy.

Subsequently, at its meeting of 28 June 2023, Council requested that minor amendments be incorporated into the expanded draft Policy. The following amendments were made to the document as resolved by Council, prior to its public exhibition.

Previous Draft	Page Number	Current Draft
<b>2.2 – Memorials – Bench and Garden Seats</b> Rules and guidelines for plaques: <ul style="list-style-type: none"> <li>• The choice of wording is to be simple and in the spirit of celebration (not in memoriam)</li> <li>• The 'year' is to be the year of the donation.</li> </ul>	6	<b>2.2 – Memorials – Bench and Garden Seats</b> Rules and guidelines for plaques: <ul style="list-style-type: none"> <li>• The choice of wording is to be simple. <del>and in the spirit of celebration (not in memoriam)</del> (removed)</li> <li>• <del>The 'year' is to be the year of the donation.</del> (removed)</li> </ul>

Previous Draft	Page Number	Current Draft
Format for plaques:		Suggested Format for plaques: ( <i>"Suggested" added</i> )

### Feedback on the Policy

The Memorial Policy document was placed on public exhibition from 7 July to 10 August 2023 (slightly more than the standard 28-day consultation period).

Of the people who saw the post on our Have Your Say page (174) and Facebook page (144 engagements) only 6 submissions were received in total (3 on a community feedback form and 3 on a quick poll):

- 3 respondents answered yes to the Quick Poll question "Do you support the Draft Memorial Policy".
- Of the 3 respondents to the question "Would you be interested in purchasing a memorial tree or bench", 2 respondents were unsure with 1 answering in the negative

There are no changes suggested to the Policy as a result of public exhibition.

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## Financial Implications

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| Not applicable                       | <input checked="" type="checkbox"/> |
| Included in existing approved budget | <input type="checkbox"/>            |
| Additional funds required            | <input type="checkbox"/>            |

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## Community Strategic Plan

- |  |                                     |
|--|-------------------------------------|
| Theme One – In 2032 Bayside will be a vibrant place                    | <input checked="" type="checkbox"/> |
| Theme Two – In 2032 Our people will be connected in a creative City    | <input type="checkbox"/>            |
| Theme Three – In 2032 Bayside will be green, resilient and sustainable | <input type="checkbox"/>            |
| Theme Four – In 2032 Bayside will be a prosperous community            | <input type="checkbox"/>            |

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## Risk Management – Risk Level Rating

- |                |                                     |
|----------------|-------------------------------------|
| No risk        | <input checked="" type="checkbox"/> |
| Low risk       | <input type="checkbox"/>            |
| Medium risk    | <input type="checkbox"/>            |
| High risk      | <input type="checkbox"/>            |
| Very High risk | <input type="checkbox"/>            |
| Extreme risk   | <input type="checkbox"/>            |

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## Community Engagement

Please see the attached Engagement Report for this consultation.

## Attachments

- 1 Draft Memorial Policy - Bayside [↓](#)
- 2 Draft Memorial Policy - Engagement Outcomes Report [↓](#)



# **Draft Memorial Policy**

**June 2023**



© Bayside Council

Memorial Policy

File: F22/382 Document: 23/158983

Policy Register: F16/951 Policy No.:

Class of document: Administrative Policy

Enquiries: Director City Life



Telephone Interpreter Services - 131 450 Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за превеждане по телефон

Memorial Policy

2

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## 1 Introduction

### 1.1 Background

Requests for memorials to celebrate or remember individuals (who have passed), groups, culture, heritage and/or moments in history are received by Council from time to time.

This policy establishes the criteria by which Council will assess whether public open space or public facilities are appropriate places that provide the opportunity to create an individual memorial or a public tribute to a group or event that has had a significant impact on the local community.

The objectives of this policy are:

- To clearly define the type of memorial that Council will consider to be placed within its public open space areas and/or on public facilities.
- To ensure that any memorial placed in Council's public open space and/or on public facilities has wide community support, reflects the heritage of the local area and/or celebrates Australian heritage, community spirit and harmony as a whole.
- To provide members of the Community with the opportunity to create a memorial to a loved one through tree planting or a bench located in Council's public open space.
- To support Council's aim of managing, promoting and enhancing our tree canopy in urban and natural areas.
- To enable Council to acquire additional or replacement seating at no cost to Council via the Memorial funding scheme.
- To memorialise those who have made a significant contribution to the Bayside community.

### Definitions

The definitions of certain terms are:

**Assets**

Public open space and / or public facilities

**Councillors**

Elected representatives of the Bayside Council

**Council**

Within this policy Council means Bayside Council

**CRMS**

Customer Request Management System

**Public facilities**

Publicly owned facilities, or facilities that are under the care, control and management of Council. Facilities may include, but are not limited to; community halls, pools, administration buildings, libraries, play spaces and / or pre-schools.

**Public Open Space**

Publicly owned land, or other land that is under the care control and management of Council. These areas may include, but are not limited to; parks, beaches, sports fields, bushland, wetlands, waterways, urban squares, walkways and / or gardens.



## 1.2 Policy statement

Council is committed to assisting the community in remembering significant people, organisations and events across the LGA.

This policy provides Bayside Council with a clear and consistent response to requests from individuals and groups for private memorials, both individual and community, to be placed within/on public open space and Council facilities.

## 1.3 Scope of policy

This policy applies to all Council owned land and other land that is under the care control and management Bayside Council. This policy does not apply to privately owned, leased or managed land.

# 2 Memorials

A memorial is a physical or symbolic structure, object, or event that is created to honour and remember a person, group of people, or an event of significance.

The purpose of a memorial is to recognise the memory and legacy of individuals or events. They serve as historical markers and cultural symbols, adding to the community's appreciation of social, cultural and historical heritage within our Local Government area.

## 2.1 Memorials – Tree Planting

This policy provides the local community the opportunity to create a memorial to a loved one or a public tribute to a group or event that has had a significant impact on the local community by planting a tree within public open space and enables Council to improve the look and feel of the parks in Bayside local Government area.

The memorial tree will be of a species approved by Council, with the cost borne by the person or group requesting the memorial. The preferred location of the tree will be determined in consultation between Council and the applicant, however final approval for the specific location of the tree remains the responsibility of Council.

The memorial tree will be:

- Planted when growing conditions are favourable.
- Planted in accordance with the principles of this policy and comply with other existing Council policies and plans of management.
- Replaced/substituted by Council, if it fails to thrive, at no extra cost to the applicant.
- Removed at Council's expense if it is found to be posing a risk to the public, or if other circumstances require its removal. Council is not obliged to notify the applicant prior to the removal of the memorial tree if its removal is considered to be a matter of urgency and in the interests of public safety.
- Remain the property of Council.

### Useful Lives - Trees

Trees are living things and have varying life expectancies. The cost of providing a Memorial Tree does not include maintenance to minimise the cost to the Applicant. Applicants will be encouraged to visit their trees periodically and, during periods of

no rain, water their tree. When the memorial tree has reached the end of its useful life, that is, it is diseased, dying, dead, or poses an unacceptable risk to the community, the tree will be removed by Council.

If a memorial tree is removed, Council may choose to allow the planting of a replacement memorial tree.

## 2.2 Memorials – Bench and Garden Seats

This policy provides the local community the opportunity to create a private memorial to a loved one by donating a seat within public open space and enables Council to improve the look and feel of the parks in Bayside local Government area. As part of the donation of a seat, applicants have the option of installing a plaque located on the back of the seat (at additional cost).

Council agrees to such requests where there is a need for additional seating, an existing seat is earmarked for replacement, or an opportunity arises for applicants to fund the installation of seats in newly created playgrounds, parks and the like. Council will retain control over the granting or otherwise of such requests. If necessary, a waiting list be maintained by Council to allow an orderly and controlled roll out of donated seats.

Rules and guidelines for plaques:

- The choice of wording is to be simple.
- Due to the limited space on the plaque not all requests can be accommodated.
- All wording must be approved by the General Manager.
- Please allow 4-6 weeks for manufacture and installation.

Suggested Format for plaques:

Plaque format:

- Dedicated to
- By/From or a short message (max 10 words)
- Year of donation
- An example of this may read "Dedicated to David John Smith by his Family 2015"

The memorial seat will be of a standard approved by Council, consistent in make and style with that of the other seats across the Local Government Area, and the preferred location of the seat will be determined in consultation between Council and the applicant. Final approval for the specific location of the seat remains the responsibility of Council. Moreover, Council reserves the right to move the seat to another location should this become necessary for operational or other reasons.

All costs associated, including administrative costs and an allowance for maintenance, will be met by the applicant. Council will be responsible for normal maintenance however acts of vandalism or wear and tear necessitating replacement of the seat will be at the cost of the applicant. Should the applicant decline to meet the cost of replacement, Council will endeavour to return any plaque affixed to the applicant, or other identified family member.

### Useful Lives –Bench/Garden Seats and Plaques

The longevity of the seats and plaques will depend upon the environmental factors, materials, and fabrication process that the seats and plaques are exposed to and made from. Council will maintain and clean these memorial items however they will

be removed at the end of their useful life. Council further reserves the right to remove seats and plaques that have become worn, are no longer situated in a feasible or desirable location, or are a public safety risk.

Circumstances may also arise where the open space area and/or the Council facility that the memorial is a part of is identified for redevelopment. When the individual memorial is removed, Council may choose to relocate the seats and plaques as a result.

### 2.3 Assessment Criteria

Council will only consider applications for private memorials on public assets in the following formats:

- Individual memorial: In the form of a Tree Planting or Memorial Garden Seat (and/or Plaque)

Applications for Memorials must be submitted in writing to the General Manager with the following:

- An explanation of the connection between the person being memorialised and the Bayside community.
- A preferred location for the memorial tree or seat will be considered by Council, (noting Sections 2.1 and 2.2 above) however discretion over the final decision sits with Council.

If approved, the cost of the memorial seat and/or plaque and all associated costs (including fabrication, inscription, and installation) will be borne by the applicant requesting the memorial.

Applications that do not provide the required documentation will not be considered.

## 3 Policy Implementation

### 3.1 Principles

In consideration of the application the following principles will apply:

Council has the right to refuse a memorial application should the assessment find that the person who the memorial is commemorating does not represent the values that Council wishes to promote within the Community.

### 3.2 Review

This policy is to be reviewed in four (4) years and remains in force until otherwise determined by Council.

The General Manager may approve minor amendments to this policy as provided in Local Government Amendment (Governance and Planning) Act No. 38 under Section 377, subject to all Councillors being informed of the changes.

### 3.3 Related documents

#### State Legislation

- Local Government Act 1993 (NSW)
- Crown Land Management Act 2016
- Government Information (Public Access) Act 2009 (NSW)

#### Council documents

- Bayside Council Community Strategic Plan 2018 -2032
- Bayside Council Annual Operational Plan
- Asset Management Strategy 2022
- Bayside Council Plan of Management for Community Land and Public Open Space

### 3.4 Version history

Version	Release Date	Author	Reason for Change
1.0	TBA	Manager Community Life	New document



# Draft Memorial Policy 2023

## Engagement Outcomes Report

Prepared August 2023



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## Acknowledgement of Country

Bayside Council acknowledges the Traditional Custodians, the Gadigal and Bidjigal people of the Eora nation. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land our Mother Earth.



*The Hand Saving the Lost Generation - Amelia Bates*

## Background

Bayside Council inviting feedback on its draft Memorial Policy. The Policy provides individuals and groups with the opportunity to request private memorials in public open spaces and on public infrastructure.

Memorials are objects like trees, plaques or furniture that are installed as public tributes for loved ones, or groups and events that have had a significant impact on the community.

The policy aims to ensure a consistent and clear approach to memorials that reflect the heritage and community of Bayside by establishing what can be a memorial, how residents can apply for one, and the assessment criteria we will use to review each request.

## Community engagement

Council exhibited the draft Policy from 7 July to 10 August 2023 on Council's Have Your Say Bayside website. Hard copy versions of the Policy and feedback form were available at Council's Customer Services Centres upon request.

Of the 174 people who visited the Have Your Say page, six took the time to provide feedback. Of this, three people completed the quick poll and three people completed the online form. No feedback was received via hard copy survey or email.

### Engagement methodology and submissions

The tables below detail the engagement methods and communication channels used to capture feedback from the community on the draft Policy.

STAKEHOLDER	METHOD	ENGAGEMENT
General community	Online feedback form on a dedicated Have Your Say project page	3 submissions
General community	Quick poll on the Have Your Say project page	3 submissions
Total		6 submissions

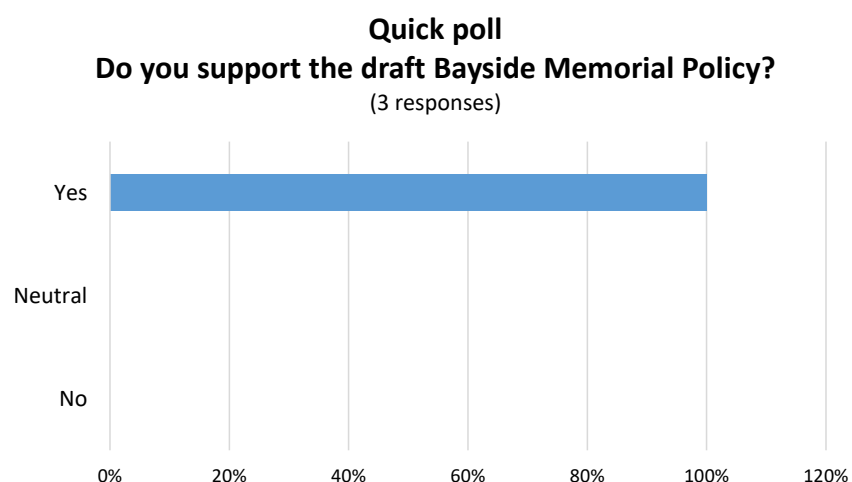
COMMUNICATION CHANNEL	REACH
Council's Have Your Say project page	174 unique visits
Council's corporate website	Users: 33 Views: 47 Link clicks: 9
Social Media	Facebook 2 posts 3,565 people reached 144 people engaged with the posts  Instagram 2 posts 986 people reached 30 people engaged with the post
Council e-Newsletter	Almost 60,000 subscribers
Flyers distributed to: <ul style="list-style-type: none"> <li>• Council libraries</li> <li>• Customer Service Centres</li> <li>• Seniors Centres</li> <li>• Early Education Centres</li> <li>• Arncliffe Youth Centre</li> </ul>	200 distributed
Direct emails to community service organisations	Approx. 100



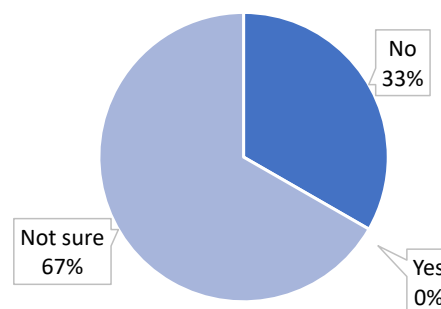
## Community feedback

Feedback from the Have Your Say project page and engagement on social media shows broad support for the Policy. The results of the engagement are contained in the tables and charts below.

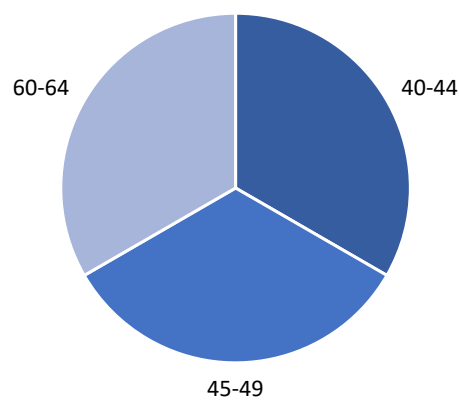
<b>Q. Please share your feedback on the draft Policy:</b>	<b>Sentiment</b>
Fantastic initiative!	Supportive
Wholly support	Supportive
It will just be more litter. Just keep things natural instead of all chairs by certain people	Unsupportive

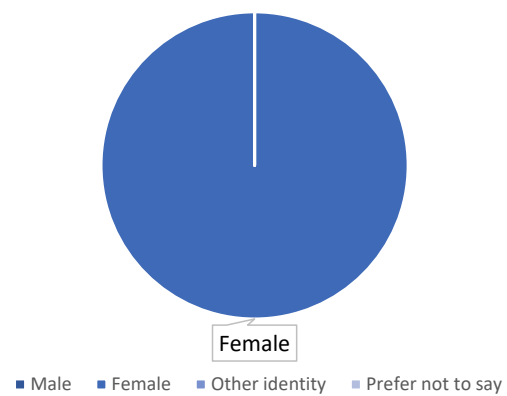
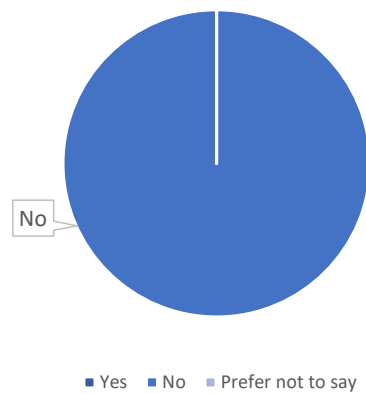


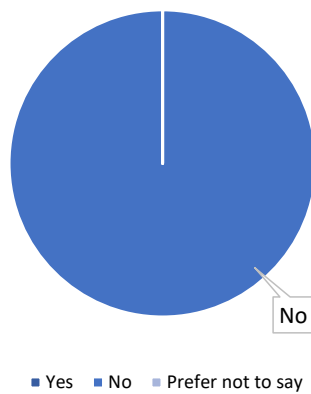
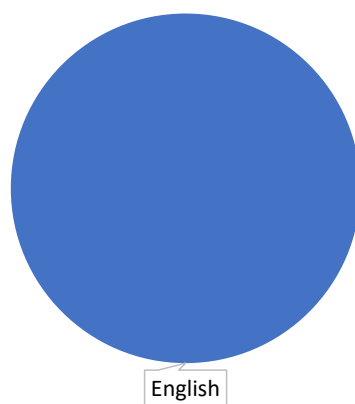
**Q. Would you be interested in purchasing a  
memorial tree or bench?**  
(3 responses)

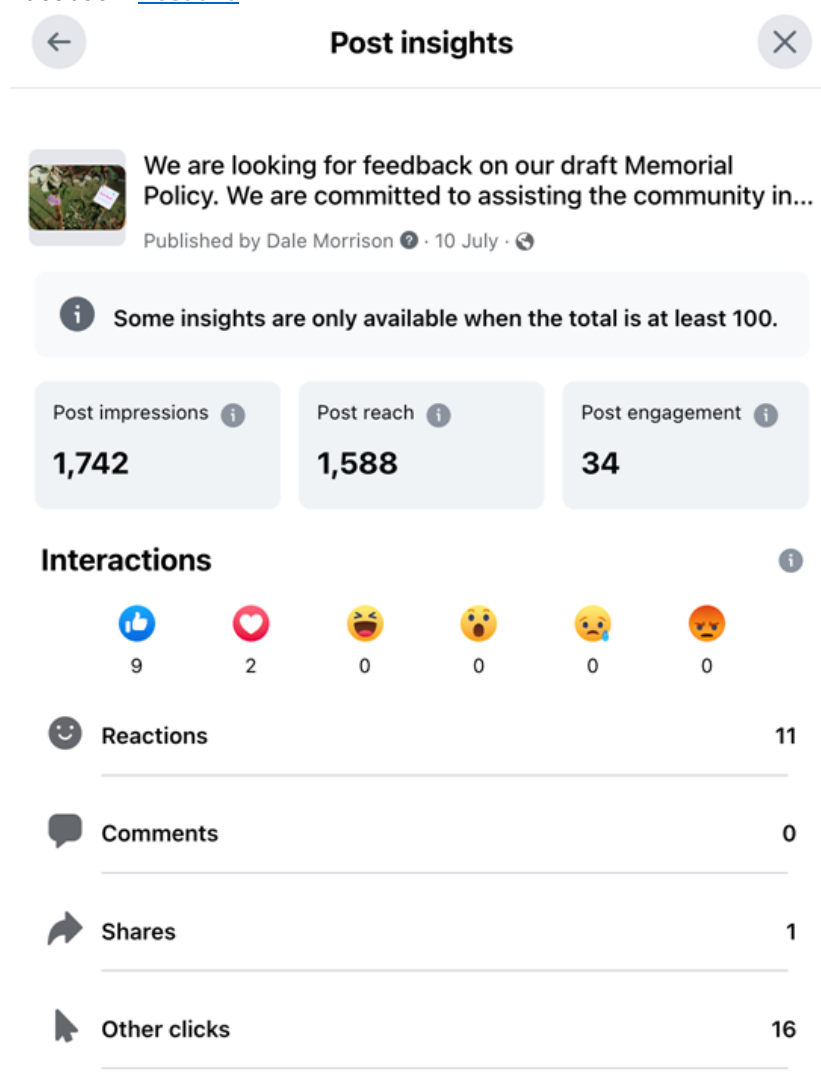


**Age group**



**Gender****Do you have a disability?**

**Are you Aboriginal and/or Torres Strait Islander?****Language spoken at home**

Facebook: [Post two](#)

Facebook: [Post two](#)