



## Policy Review and Development Committee

### Minutes

28 August 2024

#### Committee Terms of Reference

- 1** *To review all existing Bunbury City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.*
- 2** *To make recommendations to Council on matters of policy, policy and local law review and policy and local law development.*
- 3** *To explore opportunities that promote policy development in all areas that are within Council's jurisdiction.*
- 4** *To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.*
- 5** *To provide Bunbury City Councillors with assistance and support to develop new Council policies.*

**City of Bunbury**  
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Western Australia

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## Acknowledgement of Country

We acknowledge the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal community and their culture; and to Elders past, present and emerging.

## Vision

Bunbury: welcoming and full of opportunities.

## Organisational Values

### #WEARECOB

#### **WE ARE COMMUNITY**

We are one team  
We keep each other safe  
We display empathy and respect  
We have fun and celebrate our successes  
We work together to achieve great outcomes

#### **WE ARE OPEN**

We are open to opportunities  
We actively listen and think things through  
We are inclusive and treat everyone equally  
We are honest and open in our communications  
We are open to feedback to improve our performance

#### **WE ARE BRAVE**

We lead the change, we own it  
We trust and empower each other  
We have the difficult conversations early  
We hold ourselves to the highest standard  
We have the courage to improve and simplify

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## Nature of Council's Role in Decision Making

**Advocacy:** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

**Executive/Strategic:** The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

**Legislative:** Includes adopting local laws, town planning schemes and policies.

**Quasi-Judicial:** When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

**Information Purposes:** Includes items provided to Council for information purposes only which do not require direction from Council (that is for 'noting').

## 1. Declaration of Opening

The Presiding Member declared the meeting open at 10:02am and in doing so acknowledged the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. She paid her respects to all members of the Aboriginal community and their culture; and to Elders past, present and emerging.

## 2. Disclaimer

Not applicable to this committee.

## 3. Announcements from the Presiding Member

## 4. Attendances

### *Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Cr Gabi Ghasseb	City of Bunbury
Cr Karen Steele	City of Bunbury
Cr Marina Quain (Presiding Member)	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

### *Ex-officio Members (non-voting):*

<b>Member Name</b>	<b>Representing</b>
Ms Aileen Clemens	A/Director Infrastructure

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Mr Greg Golinski	Manager Governance and Integrated Planning
Mr Liam Murphy	Governance Officer
Ms Georgia-Mae O'Brien	A/Manager Community Connection
Mr Mark Allies	A/Manager Community Wellbeing

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#### **4.1 Apologies**

The CEO and Director Corporate and Community Services were apologies.

#### **4.2 Approved Leave of Absence**

Nil

### **5. Declaration of Interest**

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member <u>before</u> the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.
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Nil

### **6. Confirmation of Minutes**

Committee Decision:                      Moved Cr Steele                      Seconded Cr Kozisek

The minutes of the Policy Review and Development Committee Meeting held on 18 June 2024 are confirmed as a true and accurate record.

CARRIED

### **7. Method of Dealing with Agenda Business**

All items were considered in the order in which they appeared on the agenda.

## 8. Reports

### 8.1 Review of Council Policy: Naming Conventions

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Aaron Lindsay, Manager Projects and Asset Management
<b>Responsible Manager:</b>	Aaron Lindsay, Manager Projects and Asset Management
<b>Executive:</b>	Aileen Clemens, A/Director Infrastructure
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 8.1-A: Revised Council Policy Naming Conventions

#### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Naming Conventions.

#### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy: Naming Conventions as presented at Appendix 8.1-A.

*Voting Requirement: Simple Majority Vote*

#### Strategic Relevance

Pillar: Performance  
Aspiration: Leading with purpose and robust governance  
Outcome 13: A leading local government  
Objective 13.1: Provide strong and accountable leadership and governance.

#### Regional Impact Statement

N/A

#### Background

The Policy was first endorsed by Council in 2014, and was previously known as the Naming of Roads, Reserves, Bridges and Other Places Council Policy.

At the Ordinary Council Meeting held on 29 June 2021, Council requested (via a motion on notice from Cr Steele) *that the Policy Review and Development Committee review existing Council Policy Naming of Roads, Reserves, Bridges and Other Places in the context of recognising Aboriginal history and language, as well as initiating a process for the naming or dual naming of landmarks, sites and streets.*

The Policy was last reviewed at the 12 October 2021 Council Meeting, where the policy was significantly amended to include information regarding Aboriginal and dual naming, as well as to retitle the policy to its current name.

The policy is now due for its bi-annual review.

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy. The City's Reconciliation Action Plan is also applicable in this regard.

### **Legislative Compliance**

N/A

### **Officer Comments**

Officers have reviewed the Policy and suggest only minimal changes to ensure references to industry guidelines are up to date.

A copy of the revised policy with tracked changes is attached at appendix 8.1-A.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.

### **Outcome of Meeting 28 August 2024**

During discussion, the following question was taken on notice:

*How can the City have additional names included on the list of approved names.*

Following general discussion, a motion to defer this item until the next Policy Review and Development Committee meeting was moved by Cr Ghasseb and Seconded by Cr Kozisek. The Presiding member put the motion to the vote and it was carried unanimously.



The reason for deferring the motion was to allow additional wording to be drafted to encourage gender equity when considering naming roads, reserves, bridges and other places.

***That the Policy Review and Development Committee defer item 8.1 Review of Council Policy: Naming Conventions to the 30 October 2024 meeting.***

*Carried Unanimously*

## 8.2 Review of Council Policy: Sustainability

<b>Fine No.</b>	COB/306		
<b>Applicant:</b>	Internal		
<b>Responsible Officer:</b>	Saphron Wheeler, Environmental Sustainability Officer		
<b>Responsible Manager:</b>	Aaron Lindsay, Manager Projects and Asset Management		
<b>Executive:</b>	Aileen Clemens, A/Director Infrastructure		
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Information Purposes
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/>	
	<input type="checkbox"/> Legislative		
<b>Attachments:</b>	Appendix 8.2-A: Revised Council Policy Sustainability		

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Sustainability.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy: Sustainability as presented at Appendix 8.2-A.

*Voting Requirement: Simple Majority Vote*

### Strategic Relevance

Pillar: Performance  
 Aspiration: Leading with purpose and robust governance  
 Outcome 13: A leading local government  
 Objective 13.1: Provide strong and accountable leadership and governance.

Pillar Planet  
 Aspiration A healthy and sustainable ecosystem.  
 Outcome 5 A natural environment that is cared for and preserved.  
 Objective 5.1 Sustainably manage, conserve and enhance our natural habitats.  
 Objective 5.2 Encourage the adoption of sustainable practices.  
 Objective 5.3 Develop a sustainable, low waste, circular economy.  
 Objective 5.4 Conserve and manage water resources.  
 Objective 5.4 Move to net zero gas emissions.

### Regional Impact Statement

N/A

### Background

On 14<sup>th</sup> December 2021, an Agenda Item was raised regarding the Sustainability and Climate Change Action Frameworks, with the Council Decision (278/21) as follows:

*“That Council request the Chief Executive Officer prepare a City of Bunbury Sustainability Strategy for Council consideration, including climate change actions and recommendations based on informed corporate net zero emission target scenarios.”*

This policy relates to Council Decision (278/21) in that the Policy informed the focus of the Sustainability Strategy (now *Sustainability and Environment Strategy 2023-2028*) through establishing a sustainability definition and model, along with guiding principles for Council and the organisation.

This policy was first endorsed by Council at the Ordinary Council Meeting held 28 June 2022, and is now due for its bi-annual review.

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

N/A

### **Officer Comments**

Officers have reviewed the Policy and suggest only minimal changes to ensure references to legislative, industry, and organisational compliance requirements are up to date.

A copy of the revised policy with tracked changes is attached at appendix 8.2-A.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council’s determination.

**Outcome of Meeting 28 August 2024**

The executive recommendation was moved by Cr Steele and seconded by Cr Smith. The presiding member put the motion to the vote and it was carried unanimously.

***That the Policy Review and Development Committee recommend that Council adopt revised Council Policy: Sustainability as presented at Appendix 8.2-A.***

*Carried Unanimously*

### 8.3 Review of Council Policy: Reserve Areas Set Aside for the Riding of Horses

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Mark Allies, Team Leader Community Safety & Emergency Management
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Wellbeing
<b>Executive:</b>	Andrew McRobert, Director Sustainable Development
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 8.3-A: Reserve Areas Set Aside for the Riding of Horses

#### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Reserve Areas Set Aside for the Riding of Horses.

#### Executive Recommendation

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

Pillar: Performance  
Aspiration: Leading with purpose and robust governance  
Outcome 13: A leading local government  
Objective 13.1: Provide strong and accountable leadership and governance.

#### Regional Impact Statement

N/A

#### Background

This policy was last reviewed by Council in October 2021 and is presented to the Policy Review and Development Committee for discussion and review as part of Council's policy review schedule.

#### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

#### Legislative Compliance

N/A

### **Officer Comments**

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 8.3-A.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.

### **Outcome of Meeting 28 August 2024**

Following general discussion, the executive recommendation was moved by Cr Kozisek and seconded by Cr Ghasseb. The presiding member put the motion to the vote and it was carried unanimously.

***That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.***

*Carried Unanimously*

#### 8.4 Review of Council Policy: Food Regulation Compliance and Enforcement

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Johan van Zyl, Team Leader Environmental Health
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Wellbeing
<b>Executive:</b>	Andrew McRobert, Director Sustainable Development
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 8.4-A: Food Regulation Compliance and Enforcement

##### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Food Regulation Compliance and Enforcement.

##### Executive Recommendation

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Food Regulation Compliance and Enforcement, with no changes recommended.

*Voting Requirement: Simple Majority*

##### Strategic Relevance

Pillar: Performance  
Aspiration: Leading with purpose and robust governance  
Outcome 13: A leading local government  
Objective 13.1: Provide strong and accountable leadership and governance.

##### Regional Impact Statement

N/A

##### Background

This policy was last reviewed by Council in August 2022 and is presented to the Policy Review and Development Committee for discussion and review as part of Council's policy review schedule.

##### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

##### Legislative Compliance

N/A

### **Officer Comments**

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 8.4-A.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.

### **Outcome of Meeting 28 August 2024**

Following general discussion, the executive recommendation was moved by Cr Kozisek and seconded by Cr Steele. The presiding member put the motion to the vote and it was carried unanimously.

***That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Food Regulation Compliance and Enforcement, with no changes recommended.***

*Carried Unanimously*



## 8.5 Review of Council Policy: Tree Management

<b>File Ref:</b>	COB/306; COB/802; COB/6306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Kale Faulkner, Coordinator Parks and Reserves
<b>Responsible Manager:</b>	Tristan Davenport, Acting Manager Infrastructure Services
<b>Executive:</b>	Aileen Clemens, Acting Director Infrastructure
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 8.5-A Tree Management Council Policy

### Summary

This report is presented to the Policy Review and Development Committee to facilitate a review of the Council’s current Tree Management Policy.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy: Tree Management as presented at appendix 8.5-A.

*Voting Requirement: Simple Majority*

### Strategic Relevance

Pillar	Place
Aspiration	An integrated, Vibrant and well-planned City
Outcome 8	A place with attractive and welcoming community spaces, where people want to live
Objective 8.2	Beautifying Streetscapes

### Regional Impact Statement

Nil

### Background

This policy was last reviewed in July 2021 and is presented to Council as part of a biennial policy review process.

### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

### Legislative Compliance

Nil

### **Officer Comments**

Officers have reviewed the current policy and suggested changes to be in line with the WALGA Street trees guidance report and City of Melville’s Tree Policy as recommended in the WALGA document.

A copy of the revised policy with tracked changes is attached at appendix 8.5-A

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Nil

### **Councillor/Officer Consultation**

This policy is presented to the Policy Review and Development Committee for consideration

### **Applicant Consultation**

Not applicable

### **Timeline: Council Decision Implementation**

Following Council endorsement, any revisions will become effective immediately.

### **Outcome of Meeting 28 August 2024**

Following general discussion, the executive recommendation was moved by Cr Steele and seconded by Cr Kozisek. The presiding member put the motion to the vote and it was carried unanimously.

***That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy: Tree Management as presented at appendix 8.5-A.***

*Carried Unanimously*

## 8.6 Review of Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Georgia-Mae O’Brien, A/Manager Community Connection
<b>Responsible Manager:</b>	Georgia-Mae O’Brien, A/Manager Community Connection
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 8.6-A: Bunbury Museum, Heritage Centre, and Local Studies Policy

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy.

### Executive Recommendation

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy, with no changes recommended.

*Voting Requirement: Simple Majority*

### Strategic Relevance

Pillar: Performance  
 Aspiration: Leading with purpose and robust governance  
 Outcome 13: A leading local government  
 Objective 13.1: Provide strong and accountable leadership and governance.

### Regional Impact Statement

N/A

### Background

This policy was last reviewed by Council in September 2021 and is presented to the Policy Review and Development Committee for discussion and review as part of Council’s policy review schedule.

### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

### Legislative Compliance

N/A

### **Officer Comments**

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 8.6-A.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.

### **Outcome of Meeting 28 August 2024**

Following general discussion, the executive recommendation was moved by Cr Kozisek and seconded by Cr Smith. The presiding member put the motion to the vote and it was carried unanimously.

***That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy, with no changes recommended.***

*Carried Unanimously*

## 8.7 New Council Policy: Personal Memorials in Public Spaces

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Georgia-Mae O’Brien, A/Manager Community Connection
<b>Responsible Manager:</b>	Georgia-Mae O’Brien, A/Manager Community Connection
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <span style="float: right;"><input type="checkbox"/> Quasi-Judicial</span> <input checked="" type="checkbox"/> Executive/Strategic <span style="float: right;"><input type="checkbox"/> Information Purposes</span> <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 8.7-A Council Policy Personal Memorials in Public Spaces Appendix 8.7-B Application Form

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to consider a new Council Policy: Personal Memorials in Public Spaces.

A copy of the proposed policy is presented at Appendix 8.7-A.

### Executive Recommendation

That the Policy Review and Development Committee recommend for Council to endorse the proposed Council Policy: Personal Memorials in Public Spaces as presented at appendix 8.7-A.

*Voting Requirement: Simple Majority*

### Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.1	Provide strong, accountable leadership and governance

### Regional Impact Statement

This Policy applies only to the City of Bunbury.

### Background

The City of Bunbury does not have current a policy that relates to personal memorials in public spaces. In recent history there have been several requests to have personal memorials placed in public spaces, with requests including trees, benches, and plaques.

Whilst the City primarily supports memorials being placed in pre-existing memorial sites such as cemeteries, the City is also conscious that members of our community build strong connections to various sites across the City. In aligning with other local governments, the most appropriate way to ensure that these memorials are placed in such a way that supports

the broader community of Bunbury is to create a policy that assesses each application against a set of criteria.

The policy is intended to be inclusive of all members of our community, whilst ensuring it is reflective of those members of our community that had a strong connection to the location or site the memorial is requested for.

Notwithstanding the above, it is also recognised that the installation of memorials within public open space must be managed in a way to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

### **Council Policy Compliance**

This report is presented to Council to consider a new Council policy.

### **Legislative Compliance**

*Local Government Act 1995*

### **Officer Comments**

The purpose of the Personal Memorials in Public Spaces policy is to provide residents of Bunbury a clear process on how to request personal memorials in public spaces within the City.

When drafting this policy, several other local government's policies were reviewed to determine efficacy of criteria, process, and costs, There is no universal approach to personal memorial policies, with each local government having different criteria, costs, and processes. The key themes show the importance of allowing community members the opportunity to make an application and provide evidence to support the deceased's connection to the proposed site and their community.

The proposed policy allows the CEO to decide on the outcome of applications but allows for community members to request a review by council should they disagree with outcome. The proposed policy also includes that community consultation may be required depending on the requested site/location of the memorial.

### **Analysis of Financial and Budget Implications**

The proposed policy includes an application fee – this is currently undefined, however in line with other local governments, the proposed fee would be \$150. The cost of the memorial will depend on several factors and will need to be assessed on a case-by-case basis.

### **Community Consultation**

Nil

### **Councillor/Officer Consultation**

This matter is prescribed to the Policy Review and Development Committee for consideration.

**Applicant Consultation**

No applicable.

**Timeline: Council Decision Implementation**

Immediately following Council decision.

**Outcome of Meeting 28 August 2024**

Following general discussion, the executive recommendation was moved by Cr Kozisek and seconded by Cr Steele. The presiding member put the motion to the vote and it was carried unanimously.

***That the Policy Review and Development Committee recommend for Council to endorse the proposed Council Policy: Personal Memorials in Public Spaces as presented at appendix 8.7-A.***

*Carried Unanimously*

## **9. Questions from Members**

### **9.1 Response to Previous Questions from Members taken on Notice**

At the Policy Review and Development Committee Meeting held on 18 June 2024, Cr Ghasseb asked a question which was taken on notice and is now presented below with a response.

#### Question

*In relation to this policy [Registration of Freehold Commercial Leases], are there any legislative requirements under the retail tenancy act?*

#### Response

No.

### **9.2 Questions from Members**

Cr Quain asked the following question which was taken on notice:

*Can the CEO investigate a new Inclusion & Equity Policy which covers the following areas:*

- *Disability*
- *Women*
- *Gender*
- *First Nations*
- *Multi-Cultural Community*
- *Youth*
- *Seniors*



**10. Urgent Business**

Nil

**11. Date of Next Meeting**

The next PRDC meeting is scheduled for Wednesday, 30 October 2024.

**12. Close of Meeting**

The Presiding Member closed the meeting at 10:38am.

**Confirmed on 30 October 2024 as a true and accurate record of proceedings of the Policy Review and Development Committee meeting held on 28 August 2024.**

---

**Cr Marina Quain**  
**Presiding Member**