

# minutes

## Policy Committee

MEETING HELD ON **TUESDAY 8 DECEMBER 2009**

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## CITY OF JOONDALUP

### MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY, 8 DECEMBER 2009

#### ATTENDANCE

##### Committee Members

Cr Kerry Hollywood	<i>Presiding Person</i>	North Ward	
Cr John Chester	<i>Deputy Presiding Person</i>	South-East Ward	
Mayor Troy Pickard			<i>From 1814 hrs</i>
Cr Liam Gobbert		Central Ward	
Cr Christine Hamilton-Prime		South-West Ward	

##### Officers:

Mr Garry Hunt	Chief Executive Officer	<i>Absent from 1812 to 1814 hrs</i>
Mr Jamie Parry	Director, Governance and Strategy	
Mr Martyn Glover	Director Infrastructure Services	
Mrs Janet Foster	Administrative Services Coordinator	

#### DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 1810 hrs.

#### ELECTION OF PRESIDING PERSON

The Chief Executive Officer advised of an error within the agenda, in relation to the procedure for the election of Presiding Person. The revised procedure is attached.

The Chief Executive Officer called for nominations for the position of Presiding Person.

Cr Kerry Hollywood nominated for the position. There being no further nominations, Cr Hollywood was elected unopposed to the position of Presiding Person.

Cr Hollywood assumed the Chair at this point.

*The Chief Executive Office left the Room at 1812 hrs.*

#### ELECTION OF DEPUTY PRESIDING MEMBER

The Presiding Person called for nominations for the position of Deputy Presiding Person.

Cr John Chester nominated for the position. There being no further nominations, Cr Chester was elected unopposed to the position of Deputy Presiding Person.

*Mayor Pickard and the Chief Executive Officer entered the Room at 1814 hrs.*

**APOLOGIES/LEAVE OF ABSENCE**

Apology for absence: Cr Fiona Diaz  
Apology for late attendance: Mayor Troy Pickard

**Leave of Absence previously approved**

Cr Trona Young 26 November 2009 to 15 December 2009 inclusive

**CONFIRMATION OF MINUTES**

**MINUTES OF THE POLICY COMMITTEE HELD ON 29 SEPTEMBER 2009**

**MOVED Mayor Pickard SECONDED Cr Hollywood that the minutes of the meeting of the Policy Committee held on 29 September 2009 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (5/0)**

**In favour of the Motion:** Crs Hollywood, Chester, Gobbert, Hamilton-Prime and Mayor Pickard

**ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**DECLARATIONS OF INTEREST**

Nil

**IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS**

Nil

**PETITIONS AND DEPUTATIONS**

Nil

**ITEM 1                      SETTING OF MEETING DATES - 2010**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Jamie Parry  
Governance and Strategy

**FILE NUMBER:** 26176

**ATTACHMENTS:** Nil

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**PURPOSE**

To provide a schedule of meeting dates for the Policy Committee for 2010.

**DETAILS**

It is suggested that quarterly meetings of the Policy Committee be set for 2010.

The meeting dates are based on the draft schedule of Council meeting dates, which will be considered by Council at its meeting to be held on 15 December 2009. The proposed meeting dates are as follows:

7.00 pm on Tuesday 23 February 2010;  
7.00 pm on Tuesday 25 May 2010;  
7.00 pm on Tuesday 24 August 2010;  
6.00 pm on Tuesday 23 November 2010.

The commencement times for the February, May and August meetings allow for Audit Committee meetings to be held prior to the Policy Committee meetings.

**VOTING REQUIREMENTS**

Simple majority.

**MOVED Cr Hollywood SECONDED Cr Chester that the Policy Committee APPROVES the following meeting dates for 2010:**

**7.00 pm on Tuesday 23 February 2010;**  
**7.00 pm on Tuesday 25 May 2010;**  
**7.00 pm on Tuesday 24 August 2010;**  
**6.00 pm on Tuesday 23 November 2010.**

**The Motion was Put and**

**CARRIED (5/0)**

**In favour of the Motion:** Crs Hollywood, Chester, Gobbert, Hamilton-Prime and Mayor Pickard

**ITEM 2                      DRAFT MEMORIALS POLICY**

<b>WARD:</b>	All
<b>RESPONSIBLE DIRECTOR:</b>	Mr Martyn Glover Infrastructure Services
<b>FILE NUMBER:</b>	100385
<b>ATTACHMENTS:</b>	Attachment 1      Draft Policy

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**PURPOSE / EXECUTIVE SUMMARY**

To provide members of the Policy Committee with a Draft Memorials Policy for their consideration.

It is recommended that the Policy Committee recommends that Council adopts the Draft Policy in the format prescribed in Attachment 1 to this report.

**BACKGROUND**

In recent months the City of Joondalup has received a number of requests to install memorials within the City's public open spaces and road reserves. These applications have been declined because the City does not have any guidelines, policy or protocol that either supports or does not support the placement of memorials within public open spaces and road reserves.

**DETAILS**

The City is of the opinion that there needs to be a process and policy to make applications for memorials straightforward for the officers at the City and less traumatic for the families and friends of the deceased and hopefully improve the understanding of the community.

Research indicates that little guidance exists in any of current State or Local Government policies that address this issue and which may assist the City in the development of its own position. Where references have been found, they relate mainly to the erection of crosses in road reserves such as those approved by Main Roads WA and the installation of memorials in specific locations for residents who have made significant contributions to the local community.

It is believed that prior to considering memorial requests, the City should establish a consistent position on the installation of memorials within public open spaces in order to process applications more efficiently and in a manner that balances all views and options.

**Category One;***Conditions for "Significant Person" Memorials:*

Community members and groups may seek the installation of a memorial for a past resident or person outside of the City of Joondalup who has contributed significantly to the local Joondalup community. Applications for such memorials must, however be supported by family members of the deceased and submitted to Council for approval.

**Category Two;***Conditions for “Temporary Memorials”*

Family members may seek the installation of a Temporary Memorial for a deceased person who has past away from tragic circumstances. Applications for these temporary memorials must be approved by the CEO.

Temporary memorials permit items such as flowers, crosses, toys, and notes to be placed on site for a period of one to six months after the passing of the deceased. Once this period has elapsed, all non-authorised material will be removed and returned to the family of the deceased. This seeks to acknowledge the needs of the family and friends whilst ensuring that an open and orderly process is available to return the location back to its original state for the benefit of local residents.

**Issues and options considered:**

1. To recommend that Council adopts the Draft Memorials Policy in current format (Attachment 1).
2. To recommend that Council adopts the Draft Memorials Policy subject to suggested amendments.
3. To recommend that Council does not adopt a Memorials Policy.

**Legislation/Strategic Plan/Policy Implications**

**Legislation**                      Not Applicable

**Strategic Plan**

**Key Focus Area:**              Community Wellbeing

Objective: 5.1                      To ensure the City’s facilities and services are of a high quality and accessible to everyone.

**Risk Management considerations:**

Not Applicable

**Financial/Budget Implications:**

Subject to support, the cost of memorial installations would be borne by the applicant. The City would be responsible for the ongoing operational maintenance of the area where the memorial has been placed, which would be minimal and absorbed into existing operational costs of maintaining parks, public open spaces and road reserves.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

Not Applicable

**COMMENT**

The City of Joondalup currently does not have any guidelines, protocol or policy that supports the installation of temporary or permanent memorials. Experience reflects that when memorials have been placed within a Council verge area they have been dealt with very reactively and have had to be monitored fairly closely. If the City had an application process which was supported by Council, this would make the placement of memorials on Public Open Spaces and Road Reserves far less traumatic for the families and friends of the deceased and hopefully improve the understanding of the community.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the Policy Committee RECOMMENDS that Council ADOPTS the Draft City Policy 5-7 Memorials In Public Reserves in the format provided in Attachment 1 to this Report.

The Director Infrastructure Services advised that minor amendments were required in the report. These amendments are as follows:

- Under "Conditions for Temporary Memorials"
  - Paragraph 1 should read *"Family members residing in the City of Joondalup may seek....."*.
  - Paragraph 2 should read *"Temporary memorials permit items such as flowers, crosses, toys, and notes to be placed on site for a period up to six months after the date of notification to the deceased's family. Once this period has....."*
- Under "Risk Management considerations" replace "Not Applicable" with *"The risk of public liability is reduced by specifying the allowable locations of the memorials. There will remain a risk of potential anti-social behaviour however this will be minimised by setting the rules for memorials at the beginning of the process."*

**MOVED Cr Gobbert SECONDED Cr Chester that the Policy Committee RECOMMENDS that Council ADOPTS the Draft City Policy 5-7 Memorials In Public Reserves in the format provided in Attachment 1 to this Report, subject to the following amendments:**

- 1 Deletion of reference to wall plaque;**
- 2 In-ground memorial plaque concrete surround to be a maximum of 300mm by 200mm, with stainless steel/brass plaque to be a maximum of 200mm by 150mm;**



**3 Benches to conform to the City's street furniture standards.****The Motion was Put and****CARRIED (5/0)****In favour of the Motion:** Crs Hollywood, Chester, Gobbert, Hamilton-Prime and Mayor Pickard*Appendix 1 refers**To access this attachment on electronic document, click here: [Attach1agn081209.pdf](#)***MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION****Christmas lights on private property**

Cr Gobbert queried whether the City had a policy in relation to Christmas lights on private property. The Chief Executive Officer advised that no policy existed and requested Cr Gobbert to lodge a request in this regard to enable information to be provided to him.

**Alfresco Dining**

Mayor Pickard referred to the petitions submitted in relation to alfresco dining and requested that the City write to the owners of La Vita Restaurant, Joondalup, and Kulcha Café and Noodle House, Joondalup to request them to submit a formal application.

**Backyard burning**

Cr Hollywood queried the current situation with regard to a policy on backyard burning and was advised that it is anticipated a report will be submitted to the Policy Committee in early 2010.

**CLOSURE**

There being no further business, the Presiding Person declared the Meeting closed at 1830 hrs, the following Elected Members being present at that time:

Cr Kerry Hollywood  
Mayor Troy Pickard  
Cr Liam Gobbert  
Cr Christine Hamilton-Prime  
Cr John Chester